

Vendor Pricing Structure Analysis

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Analysis of Pricing Structure

Dear [Vendor Name],

I hope this message finds you well. As part of our ongoing evaluation of vendor agreements, I have analyzed your current pricing structures and wanted to share my findings.

Pricing Breakdown

Product/Service	Current Price	Competitor Price	Price Justification
[Product/Service 1]	[Current Price 1]	[Competitor Price 1]	[Justification 1]
[Product/Service 2]	[Current Price 2]	[Competitor Price 2]	[Justification 2]

Analysis Summary

Based on the data collected, it appears that your pricing is [very competitive/too high/in line with the market]. Specifically, [provide specific insights].

Recommendations

- [Recommendation 1]
- [Recommendation 2]
- [Recommendation 3]

Thank you for your attention to this matter. I look forward to discussing this further and exploring potential adjustments to our agreement.

Best regards,

[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]