

Competitive Pricing Inquiry

Date: [Insert Date]

To,
[Supplier's Name]
[Supplier's Company]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We are currently in the process of reviewing our procurement strategies and are seeking competitive pricing for [specific products/services]. As a valued supplier, we would like to request your best pricing proposal for the following items:

- [Item 1 Description] - [Quantity]
- [Item 2 Description] - [Quantity]
- [Item 3 Description] - [Quantity]

We would appreciate if you could provide us with your pricing, lead times, and any discounts available for bulk purchases. Please send your quotation by [insert deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]