

Inquiry for Vendor Cost Comparison

Dear [Vendor Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Company Name]. We are currently in the process of evaluating our supplier options and would like to request a detailed cost comparison for your products/services.

Specifically, we would appreciate if you could provide us with the following information:

- Product/Service Names
- Unit Prices
- Minimum Order Quantities
- Shipping Costs and Delivery Times
- Any Volume Discounts Available

We are looking to make a decision by [Decision Deadline]. Your prompt response would be greatly appreciated.

Thank you for your time and cooperation. We look forward to your reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]