

Market Price Comparison for Vendor Selection

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are currently reviewing our vendor partnerships and evaluating market prices for our procurement needs. As part of our evaluation process, we have conducted a price comparison of several vendors in the industry including yours.

Price Comparison Overview

Vendor	Product/Service	Price
[Vendor A]	[Product/Service A]	[Price A]
[Your Company]	[Product/Service B]	[Your Price]
[Vendor C]	[Product/Service C]	[Price C]

Based on our findings, we would appreciate any additional information regarding your pricing structure and any available discounts for bulk purchases.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]