

# Request for Vendor Pricing Comparison

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

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

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request a pricing comparison for the products/services we are considering for our upcoming project. We are currently evaluating several vendors to ensure we receive the best value for our budget.

Specifically, we would like to receive pricing information on the following items:

- [Item 1]
- [Item 2]
- [Item 3]

If possible, please include any available discounts, warranty information, and lead times in your response. We would greatly appreciate it if you could provide this information by [Insert Due Date] so that we can make an informed decision in a timely manner.

Thank you for your assistance, and I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]