

Request for Competitive Pricing

Date: [Insert Date]

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

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

Dear [Vendor's Name],

We are reaching out to request a competitive pricing proposal for [describe the goods/services needed]. This solicitation is part of our ongoing efforts to ensure we are receiving the best value for our procurement.

We are seeking the following specifications for the goods/services:

- [Specification 1]
- [Specification 2]
- [Specification 3]

Please include in your proposal the following details:

- Pricing for each item/service
- Delivery timelines
- Any applicable warranties or guarantees

We kindly ask that you submit your pricing proposal by [insert deadline date]. Should you have any questions or require further clarification, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

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