

Vendor Price Evaluation

Date: [Insert Date]

To,

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Price Evaluation for [Product/Service]

Dear [Vendor Contact Name],

We would like to thank you for your proposal submitted on [Insert Proposal Submission Date] for the supply of [Product/Service]. Our evaluation team has reviewed your pricing and terms as part of our vendor selection process.

Below are our comments regarding your pricing:

- Item 1: [Description] - Price: [Price]
- Item 2: [Description] - Price: [Price]
- Item 3: [Description] - Price: [Price]

Overall, we appreciate your competitiveness in pricing; however, we have a few concerns:

- [Concern 1]
- [Concern 2]

We request that you provide a revised quote that addresses these issues by [Insert Due Date]. We believe in building strong partnerships and look forward to your prompt response.

Thank you for your time and continued interest in working with us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]