

Vendor Pricing Competitiveness Assessment

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing commitment to maintain competitive pricing and ensure the best value for our customers, we are conducting a pricing competitiveness assessment of our current vendors.

We kindly ask you to provide us with your latest pricing details for the following products and services:

- [Product/Service 1]
- [Product/Service 2]
- [Product/Service 3]
- [Product/Service 4]

Please include any volume discounts, promotional offers, and lead times associated with the mentioned products/services. Additionally, we would appreciate your insights on how your pricing compares with that of your competitors in the market.

Your prompt response will help us make informed decisions and strengthen our partnership. We aim to complete our assessment by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]