

Dear [Supplier's Name],

I hope this message finds you well. We are currently in the process of reviewing our suppliers and the associated pricing for various products and services. To make informed decisions, we kindly request your pricing information for the following items:

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

We would appreciate it if you could provide us with your latest pricing, including any bulk order discounts and shipping costs, by [specific date]. Your prompt response will help us in our decision-making process.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]