

Inquiry for Vendor Pricing Details

Dear [Vendor's Name],

I hope this message finds you well. My name is [Your Name], and I am reaching out on behalf of [Your Company Name]. We are currently in the process of reviewing our supplier options and are interested in obtaining pricing details for your products/services.

Specifically, we would appreciate if you could provide us with the following information:

- Pricing for [specific products/services]
- Bulk order discounts, if available
- Payment terms and conditions
- Shipping costs and delivery timelines

We are looking to make a decision soon and would greatly appreciate a prompt response. Should you have any questions or need further information, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]