

Request for Pricing Proposal

Dear [Vendor's Name],

We hope this message finds you well. As [Your Company Name] is currently evaluating our supply needs, we would like to invite your company to submit a pricing proposal for the following products/services:

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

Please include the following information in your proposal:

- Pricing details
- Delivery timelines
- Payment terms
- Any additional fees or discounts

We kindly request that you submit your proposal by [due date]. If you have any questions or require further information, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]