

Request for Competitive Pricing

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. We are reaching out to request competitive pricing for [specific products or services] that your company offers. As we aim to enhance our purchasing strategy, obtaining competitive pricing from potential vendors is essential.

We are interested in understanding your pricing, terms, and any available bulk-order discounts. The details of our requirements are as follows:

- Product/Service 1: [Description]
- Product/Service 2: [Description]
- Quantity: [Specify Quantity]
- Delivery Timeline: [Specify Timeline]

We kindly request that you provide your pricing proposal by [specific date]. This information will aid us in making an informed decision and potentially establishing a mutually beneficial partnership.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]