

# Supplier Pricing Update Request

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to request an update on the pricing for the following products/services:

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

Given the current market conditions and our ongoing partnership, we would appreciate receiving your current pricing details by [Insert Deadline]. This will help us in making informed purchasing decisions moving forward.

Thank you for your attention to this matter. We value our relationship and look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]