

Vendor Inquiry for Service Portfolio Update

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. We are currently in the process of reviewing and updating our service portfolio to better align with our clients' needs and market trends.

As a valued partner, we would like to inquire about any new services or updates to existing services that your company may be offering. We are particularly interested in innovations, pricing changes, and potential collaboration opportunities that could enhance our offerings.

Could you please provide us with the latest information on your service portfolio by [Insert Deadline]? We believe that your insights will be invaluable as we aim to provide the best possible solutions to our customers.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]