

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am reaching out to inquire about any additional service offerings that your company may provide. As we are continuously looking to improve our operations and enhance our service delivery, we are interested in exploring potential opportunities to collaborate further.

Specifically, we would like to know about any new services that you have introduced recently or any upcoming services that are in the pipeline. Additionally, information regarding your pricing structure and terms for these additional services would be appreciated.

We value our partnership and believe that expanding our collaboration could be mutually beneficial. Please let us know a suitable time for us to discuss this in more detail.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]