

# Vendor Pricing Framework Assessment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are conducting a comprehensive assessment of our vendor pricing frameworks to ensure competitiveness and value for both parties involved. As part of this process, we would like to gather information regarding your pricing structure and any potential areas for collaboration.

Please provide us with the following information:

- Detailed pricing for current services/products you provide us.
- Any volume discounts or special pricing options available.
- Information on upcoming changes to pricing, if applicable.
- Insights into market trends that may affect pricing.
- Feedback on our existing partnership and potential improvements.

We kindly request your response by [Insert Deadline Date], so we can move forward efficiently. Thank you for your cooperation and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]