

Vendor Pricing Structure Evaluation

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We appreciate your partnership with us and would like to take this opportunity to evaluate the pricing structure of your offerings. Our goal is to ensure that we can continue to provide value to our customers while maintaining a mutually beneficial relationship.

Evaluation Criteria

- Comparative Pricing Analysis
- Volume Discounts
- Shipping Fees and Terms
- Payment Terms
- Product Quality Assurance

We request a detailed breakdown of your pricing structure for the products/services we currently procure from you, including any available discounts or incentives for larger orders.

Please respond by [Insert Response Deadline] so we can proceed with our evaluation in a timely manner. Should you have any questions or require further information, feel free to contact me directly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]