

Vendor Pricing Update Inquiry

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Vendor's Name],

I hope this message finds you well. We are currently reviewing our vendor agreements and pricing structures, and I would like to request an update on your current pricing for the products/services we are utilizing.

Specifically, we are interested in understanding:

- The current pricing for [list specific products/services]
- Any upcoming changes anticipated in pricing
- Incentives or discounts available for bulk purchasing

Having this information will help us make informed decisions as we proceed with our procurement processes. Please let us know if you could provide the details by [Insert due date].

Thank you for your assistance, and I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]