

# Request for Competitive Supplier Pricing

Date: [Insert Date]

[Supplier's Name]

[Supplier's Title]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We are in the process of reviewing our current vendor relationships and are interested in obtaining competitive pricing for the products/services provided by your company.

We are particularly interested in the following items:

- [Product/Service 1]
- [Product/Service 2]
- [Product/Service 3]

Could you please provide us with your best pricing, including any volume discounts, payment terms, and lead times? We are looking to make a decision by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]