

Supplier Cost Proposal Inquiry

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Supplier's Name],

I hope this message finds you well. We are currently in the process of evaluating suppliers for [specific products or services] and would appreciate your cost proposal for our upcoming project.

To assist us in our evaluation, please provide the following information:

- Pricing details for [specific products/services]
- Bulk order discounts, if applicable
- Lead times for delivery
- Payment terms and conditions
- Any additional fees or charges

We are looking to finalize our supplier selection by [insert deadline], so a prompt response would be greatly appreciated. Please don't hesitate to reach out if you require any additional information from our side.

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

Best regards,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]