

# Purchase Request Analysis

**Date:** [Insert Date]

**To:** [Manager's Name]

**From:** [Your Name]

**Subject:** Analysis of Purchase Request # [Request Number]

## Introduction

This letter provides an analysis of the purchase request submitted for [Item/Service Name]. Below is a detailed evaluation of the request.

## Purchase Request Details

- **Item/Service:** [Item/Service Name]
- **Quantity:** [Requested Quantity]
- **Requested By:** [Requestor's Name]
- **Justification:** [Reason for Purchase]

## Cost Analysis

The total estimated cost of the purchase is [**Total Cost**].

Comparative prices from other vendors are as follows:

- [Vendor 1]: [Price]
- [Vendor 2]: [Price]
- [Vendor 3]: [Price]

## Recommendation

Based on the analysis, I recommend that we proceed with the purchase from [**Recommended Vendor**] as they offer the best value considering price and quality.

## Conclusion

Please let me know your thoughts regarding this purchase request. I am open to discussing any aspects in further detail.

Thank you for considering this request.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]