

Request for Detailed Pricing

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Supplier Name]

[Supplier Contact Person]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Person],

I hope this message finds you well. We are currently in the process of evaluating our supplier options and would like to request a detailed pricing proposal for the following products/services:

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

Please include the following information in your proposal:

- Unit Price
- Bulk Purchase Discounts
- Shipping Costs
- Payment Terms
- Lead Time for Delivery
- Any Applicable Taxes

We would appreciate receiving your detailed pricing proposal by [Insert Deadline]. If you have any questions or need further clarification, feel free to reach out to me directly at [Your Phone Number] or [Your Email].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]