

Letter of Demand for Updated Product Catalog

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request an updated product catalog for our ongoing and future orders.

As we continue to expand our offerings, having the most current information on your products is essential for our planning and decision-making processes. Our last receipt of the product catalog was on [insert date], and we would appreciate an updated version that includes any new products, pricing changes, and discontinuations.

Please send the updated catalog by [insert deadline]. This will help us maintain our purchasing operations without disruption.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]