

Request for Catalog Update

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. I am writing to formally request an update to our current product catalog. As we strive to provide the best products to our customers, it is crucial for us to ensure that we have the latest offerings from your company.

Specifically, we would appreciate receiving information on any new products, discontinued items, or modifications to existing products since our last update. This information will enable us to better serve our customers and plan our inventory accordingly.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]