

Procurement Request for Supplier Catalog Update

Date: [Insert Date]

To: [Supplier Name]

From: [Your Name]

Company: [Your Company Name]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Supplier Name],

I hope this message finds you well. We are currently in the process of updating our supplier catalog and would like to request the latest version of your product offerings. This will help us ensure that our records are accurate and up-to-date.

Please provide us with the following information:

- Latest product catalog in PDF or Excel format
- Any price changes or new products added
- Updated lead times for each product

We appreciate your prompt attention to this matter and look forward to receiving your updated catalog at your earliest convenience.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email]