

Request for Updated Supplier Catalog

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier Name]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. We are currently in the process of reviewing our supplier resources and would like to request an updated version of your product catalog.

Having the latest catalog will assist us in making informed purchasing decisions and ensure that we are aware of any new products or changes in your offerings.

Please send the updated catalog at your earliest convenience. Thank you for your attention to this matter, and we look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]