

Request for Catalog Changes

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip]

Dear [Supplier Contact Name],

We hope this message finds you well. As we continuously strive to enhance our product offerings and ensure our catalog is up-to-date and relevant, we are reaching out to request updates to your catalog.

In particular, we would like to discuss the following changes:

- Review of existing products for availability and pricing adjustments
- Addition of new products launched recently
- Removal of discontinued items

We believe that these updates will greatly benefit our collaborative efforts and improve customer satisfaction.

Please respond by [insert response deadline] with the updated catalog and any relevant details regarding the changes. If you have any questions or require further information, feel free to reach out to us.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]