

Analysis Request

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

Subject: Request for Pricing Comparison Analysis

Dear [Supplier's Name],

I hope this message finds you well. As part of our ongoing efforts to optimize our supply chain and ensure competitive pricing, we are currently conducting an analysis of pricing across our various suppliers.

We kindly request your assistance in providing a detailed breakdown of your pricing for the following products/services:

- [Product/Service 1]
- [Product/Service 2]
- [Product/Service 3]

Additionally, if you could include any discounts, terms of service, and delivery costs, it would be greatly appreciated.

Please send your response by [Insert Deadline], so we can finalize our analysis promptly.

Thank you for your cooperation and support. We look forward to your timely response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]