

[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Position/Title]  
[Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing on behalf of [Your Company/Organization Name] to request a comprehensive price list for your [products/services], as we are currently assessing suppliers for our upcoming needs.

We are particularly interested in the following items/services:

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

We would appreciate it if you could provide us with updated pricing details, including any available volume discounts, payment terms, or special offers. Additionally, if you have a product catalog or brochure, kindly include them with your response.

Having this information will help us make informed decisions regarding our procurement process and budget allocations. Please let us know if you need any further details regarding our requirements.

Thank you very much for your time and assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company/Organization Name]