

Official Inquiry Letter for Price List with Payment Terms

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Address Line 1]
[Address Line 2]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Supplier/Vendor's Name]
[Supplier/Vendor's Position, if known]
[Supplier/Vendor's Company Name]
[Company Address Line 1]
[Company Address Line 2]
[City, State, ZIP Code]

Dear [Supplier/Vendor's Name],

I am writing to formally inquire about your current price list for [product(s)/service(s) of interest]. We are considering establishing a partnership with your company and would appreciate it if you could provide detailed information regarding your product catalog, including all applicable prices.

In addition, kindly provide details about your payment terms, such as:

- Accepted methods of payment (e.g., credit card, bank transfer, cheque)
- Available credit terms (e.g., net 30, net 60, etc.)
- Any discounts for bulk orders or early payments
- Other relevant payment conditions or policies

This information will help us make a well-informed decision and facilitate a smooth purchasing process. If you have product brochures or catalogs, please include them as well for our reference.

Thank you in advance for your prompt response. We look forward to the possibility of working with you.

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