

Sample Business Letter for Service Price List Inquiry

This document provides a **sample business letter for service price list inquiry**, designed to help individuals and companies professionally request detailed pricing information from service providers. The letter includes polite and clear language to inquire about the cost, terms, and conditions of specific services, aiming to facilitate transparent communication and informed decision-making. It serves as a practical template to ensure effective correspondence when seeking service price lists from vendors or contractors.

Sample Letter

[Your Name]
[Your Position/Title]
[Your Company Name]
[Company 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 letter finds you well.

I am writing to inquire about the pricing and detailed information regarding your [specific services, e.g., cleaning, consulting, IT, etc.]. We are currently evaluating service providers and would appreciate it if you could provide us with your latest service price list, along with any terms and conditions, package options, and discounts available for bulk or long-term engagements.

Kindly include any relevant brochures or supporting documentation that will help us better understand your offerings. If possible, we would also appreciate information about your payment terms, service agreements, and lead times.

We look forward to your prompt response so we can consider your services in our selection process. Thank you in advance for your attention and cooperation.

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