

This **formal inquiry letter sample for updated price list** serves as a professional template to request the latest pricing information from a supplier or vendor. It is designed to communicate clearly and courteously the need for updated product prices, ensuring accurate budget planning and informed purchasing decisions. This sample helps streamline business correspondence by providing a structured format that outlines the purpose, details of the requested price list, and any specific product or service categories of interest, facilitating a prompt and precise response.

Formal Inquiry Letter Sample for Updated Price List

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

[Recipient's Name]
[Recipient's Position]
[Supplier/Vendor Name]
[Supplier Address]
[City, State, ZIP Code]

Subject: Request for Updated Price List

Dear [Recipient's Name],

I am writing on behalf of [Your Company/Organization Name] to kindly request the most recent price list for your products/services. As we are currently reviewing our suppliers and preparing for upcoming procurement, having the updated pricing information will help us make well-informed purchasing decisions.

We would appreciate it if you could provide comprehensive details on the prices of the following items:

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

(Please specify if there are special offers, volume discounts, or changes in terms of service.)

Your prompt response will be highly appreciated, as it will assist us in finalizing our budget and procurement plans efficiently. Please feel free to contact me should you require further information.

Thank you very much for your attention and cooperation.

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