

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

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Address]  
[City, State, ZIP Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to request your latest price list for your products, as well as information on your current delivery charges and options.

We are in the process of planning our upcoming purchases and need updated pricing to ensure accurate budgeting and decision-making. Additionally, please provide details on shipping costs, delivery times, and any other applicable fees for orders to [your location/delivery address].

If you have any special rates or promotions currently available, kindly include this information as well. We appreciate your prompt response to help us proceed with our procurement process.

Thank you in advance for your assistance. We look forward to your reply.

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