

Official Inquiry Letter Requesting Detailed Price List

This **official inquiry letter sample requesting detailed price list** serves as a formal communication to obtain comprehensive pricing information from a supplier or service provider. The letter clearly specifies the need for an itemized price list, including details of products or services offered, payment terms, discounts, and any additional charges. It is essential for businesses to use such a structured inquiry to facilitate transparent negotiations, budgeting, and informed decision-making, ensuring clarity and professionalism in procurement processes.

Sample Letter

[Your Company Letterhead]

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, Postal Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Supplier/Service Provider Name]

[Supplier Address]

[City, Postal Code]

Subject: Request for Detailed Price List

Dear [Recipient's Name],

I am writing to you on behalf of [Your Company Name] to formally request a comprehensive and itemized price list for your products/services. To facilitate our procurement process, we kindly ask you to include the following details in your response:

- A full list of items or services available, including specifications and descriptions
- Unit prices for each item or service
- Applicable discounts, if any (e.g., volume or loyalty discounts)
- Payment terms and conditions
- Delivery charges or additional fees, if applicable
- Estimated delivery times
- Validity period of the quoted prices

Having this information will enable us to compare your offerings accurately and make an informed decision regarding our future cooperation. Please forward the requested price list at your earliest convenience, preferably within the next [number of days, e.g., 5 business days].

Should you require any additional information or clarification, please do not hesitate to contact me directly.

Thank you for your prompt attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]