

Subject: Request for Updated Price Quotation

Dear [Supplier Name],

I hope this message finds you well.

We are currently reviewing our procurement requirements and kindly request an updated price quotation for the following products/services:

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

Please provide your most recent pricing, including any discounts, payment terms, and delivery lead times. If there have been any changes to product specifications or availability, kindly inform us as well.

Your prompt response would be greatly appreciated, as it will assist us in making informed purchasing decisions and maintaining a smooth procurement process.

Thank you for your continued support. We look forward to your timely reply.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]