

Email Inquiry Letter Sample for Latest Price List

This email inquiry letter sample is designed to help you request the **latest price list** from suppliers or vendors in a professional and clear manner. It includes essential elements such as a polite greeting, a concise request for updated pricing information, and a closing statement expressing appreciation. Using this template ensures effective communication, helping businesses obtain accurate and timely pricing details to make informed purchasing decisions.

Sample Email Template

Subject: Request for Latest Price List

Dear [Supplier/Vendor Name],

I hope this message finds you well.

I am writing to kindly request your latest price list for [products/services of interest]. We are in the process of reviewing our current suppliers and would appreciate it if you could provide the most up-to-date information.

Please let us know if there are any discounts, bulk order rates, or special promotions available.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]