

## Sample Inquiry Letter: Request for Latest Product Price List

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

[Supplier/Manufacturer Name]  
[Supplier/Manufacturer Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [Your Company Name] to express our continued interest in your range of products.

We are currently in the process of reviewing our inventory and are interested in updating our records with the most recent pricing of your products. Could you kindly provide us with your latest product price list? If available, we would also appreciate any information regarding ongoing promotions, discounts, minimum order quantities, or upcoming product launches.

Please let us know if you require any specific details from our end to facilitate this request. We look forward to receiving the updated price list at your earliest convenience and continuing our mutually beneficial business relationship.

Thank you in advance for your prompt response.

Yours sincerely,  
[Your Name]  
[Your Position/Title]  
[Your Company Name]