

Sample Inquiry Letter for Supplier Pricing Details

[Your Company Letterhead]

[Date]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Name],

We are writing to inquire about the pricing details for the products listed below, as we are considering your company as a potential supplier for our ongoing procurement needs.

Requested Products/Items:

- [List the products and quantities required, if known]

Please provide us with the following information for each product:

- Unit price and total cost based on the specified quantity
- Applicable discounts for bulk purchases (if any)
- Payment terms and conditions
- Delivery schedules and shipping costs
- Validity period of the quoted prices
- Any additional services or value-added offers

Kindly send us your detailed quotation at your earliest convenience so that we may review and proceed with our procurement decision accordingly. Should you require any further specifications or clarification, please feel free to contact us.

We look forward to receiving your response and hope to establish a mutually beneficial business relationship.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]