

(Date of Letter)

(Name of Company)

(Attn: Marketing Director)

(Street Address)

(City, State and Zip Code)

RE: Pricing Policy

Dear Marketing Director:

Kindly provide the undersigned with a copy of your pricing policy relative to (item for which pricing is sought). It would be appreciated if the pricing policy you provide is current to the present date. Kindly indicate whether there will be any price changes within the next 30 days and whether there are any price breaks for volume orders. Does your company have a catalog or pricing information sheet? If so, those would be appreciated, along with any other information you could provide in regard to this request. Thank you for your kind attention and early response to this request.

Very truly yours,

(Signature)

(Address)

(City, State and Zip Code)

(Phone Number)

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This is not a substitute for legal advice. An attorney must be consulted.