

Formal Information Request Letter

Subject: Request for Business Information

Dear [Recipient Name],

We are currently conducting a review of potential vendors in the [industry] sector and request detailed information about your services, products, and pricing structure.

Please provide the necessary documentation or links to relevant resources at your earliest convenience. Should you require additional details from our side, please do not hesitate to contact me.

We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

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