[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[SUPPLIER’S / VENDOR’S NAME]

[SUPPLIER’S / VENDOR’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Request for Updated Product Catalog**

Dear [Recipient’s Name/To Whom It May Concern],

We hope this message finds you well. We are reaching out to request a copy of your most recent product catalog, including pricing and any new offerings. We would like to review your current range of [*specific product/service, e.g., “office supplies,” “IT equipment”*] for consideration in our upcoming procurement decisions.

**Details Requested**

* An updated list of available products and services.
* Pricing, volume discounts, and promotions (if applicable).
* Delivery lead times and terms.
* Specifications or technical details for new products.

If the catalog is available in digital format, you can send it to [EMAIL ADDRESS]. Alternatively, if it is only available in print, please arrange for a copy to be sent to the following address:

[MAILING ADDRESS].

We appreciate your assistance and look forward to reviewing your latest offerings. If you need additional information to fulfill this request, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your attention to this matter.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]