

# Request for Quotation Negotiation

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company]

Address: [Supplier's Address]

Dear [Supplier's Name],

I hope this message finds you well. We are currently reviewing the quotations submitted for [specific project or item] and would like to discuss the terms further to reach a mutually beneficial agreement.

We appreciate your previous efforts and would like to negotiate on the following items:

- [Item 1 - details]
- [Item 2 - details]
- [Item 3 - details]

Please let us know your availability for a meeting to discuss this further. We believe that through negotiation we can find a solution that meets both parties' needs.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]