

Price Adjustment Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request a review of the pricing terms for the hospitality supplies we have been sourcing from your esteemed company.

As our partnership has grown, we have seen fluctuations in costs due to various market factors. Given our commitment to maintaining quality while also balancing our budget, we would like to discuss possible adjustments to our current pricing agreements.

We appreciate the support and service your team has provided and believe that by working together, we can find a solution that benefits both parties. I would be grateful if we could schedule a meeting to discuss this matter at your earliest convenience.

Thank you for your attention to this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]