

Supplier Financial Terms Reevaluation

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing efforts to optimize our financial arrangements and ensure mutual benefit, we would like to initiate a reevaluation of our current financial terms with you.

Over the past [duration], we have greatly valued our partnership and appreciate the service and products your company provides. However, considering [reason for reevaluation, e.g., market changes, volume increases], we believe it is an appropriate time to revisit our agreement.

We would like to propose a meeting to discuss potential adjustments to the terms that could benefit both parties. Please let us know your available times in the coming weeks so we can arrange a suitable time to meet.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]