

Request for Price Concession

Date: [Insert Date]

To,

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

Dear [Vendor's Name],

I hope this letter finds you well. We have greatly appreciated our continued partnership with [Vendor's Company Name] and the quality products/services you provide.

As we review our budget for the upcoming period, we would like to discuss the possibility of a price concession on our current purchases. Due to [briefly state reason, e.g., increased competition, budget constraints], we are seeking ways to optimize our costs while maintaining our valuable relationship with your company.

We kindly request that you consider providing a revised pricing structure or any available discounts that could assist us in this matter. We believe that a mutually beneficial agreement could be reached that would enable us to continue our collaboration effectively.

Thank you for considering our request. I look forward to your favorable response.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]