

# **Subject: Request for Negotiation on Vendor Rates**

Dear [Vendor's Name],

I hope this message finds you well. We appreciate the valued partnership we have developed over the past [duration of partnership] and are grateful for the quality of service and support your team has provided.

As we continuously assess our operational costs, we would like to discuss a potential revision of the current rates for the services/products you supply. Given the evolving market conditions, we believe there may be opportunities for adjustments that could benefit both parties.

We propose to schedule a meeting to review our current agreement and explore options for mutually agreeable rates. Please let us know your available times for a discussion in the coming weeks.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]