

Request for Discount on Purchases

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. We value our partnership with [Vendor Company Name] and appreciate the quality of service and products you provide. As we are planning our upcoming budget for the next quarter, I would like to discuss the possibility of a discount on our current purchasing costs.

Given our ongoing business relationship and the volume of purchases we make, a discount would help us continue collaborating effectively and enhance our mutual growth. We believe that with a slight reduction in costs, we can increase our order volume and further strengthen our partnership.

I am hopeful we can find a viable solution that benefits both parties. Please let me know a convenient time for us to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]