

# Vendor Pricing Reconsideration Request

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Vendor's Name]  
[Vendor's Company Name]  
[Vendor's Address]  
[City, State, ZIP Code]

Dear [Vendor's Name],

I hope this message finds you well. We greatly value our partnership with [Vendor's Company Name] and appreciate the services and products you provide. However, I am writing to discuss our current pricing agreement.

After conducting a thorough review of our recent procurement costs and market rates, we have noticed [insert reason for reconsideration, e.g., significant price increases, competitor pricing, budget constraints]. As a result, we would like to request a reconsideration of our current pricing terms.

We believe that a review of the pricing could lead to a mutually beneficial arrangement. We are committed to continuing our collaboration and would appreciate your understanding and support in this matter.

Could we schedule a time to discuss this further? I look forward to your response.

Thank you for your attention to this matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]