

Vendor Pricing Renegotiation Inquiry

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. We appreciate the ongoing partnership between our companies and the quality of service/products you provide.

As part of our regular review process, we are currently assessing our vendor agreements and associated pricing structures. In light of recent market changes and our ongoing commitment to maintaining a sustainable relationship, we would like to discuss the possibility of renegotiating our current pricing terms.

We believe that adjusting our pricing alignment could benefit both parties significantly. We are looking forward to hearing your thoughts on this matter and hope to schedule a meeting at your earliest convenience.

Thank you for your attention to this inquiry. We value your partnership and look forward to your response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]