

Vendor Pricing Adjustment Recommendation

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Recommendation for Pricing Adjustment

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing review of supplier agreements and market conditions, we have evaluated the current pricing structure for the products/services provided by your company.

After a comprehensive analysis, we would like to recommend a pricing adjustment due to the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We believe that adjusting the pricing as recommended will not only benefit our partnership but also ensure competitive positioning in the market. We propose the following adjustment:

- Current Price: [Current Price]
- Proposed Price: [Proposed Price]

We would appreciate your feedback on this proposed adjustment. Please feel free to reach out for a discussion or to address any concerns you may have.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]