

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. As we approach the end of the year, I would like to take this opportunity to discuss potential rebates and incentives associated with our partnership over the past year.

Throughout [Year], we have appreciated your consistent support and quality of service. In recognition of our continued collaboration, we would like to formally request a year-end rebate based on our total purchases of [Specify Products/Services] during this period.

We believe that a rebate will further strengthen our business relationship and support our mutual growth in the future. We would be grateful if you could provide us with the necessary documentation and approval process to initiate this request.

Thank you very much for considering our request. We look forward to your positive response and continuing our successful partnership.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]