

# Request for Annual Discounts

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. As we approach the end of the fiscal year, we are reviewing our vendor relationships and would like to discuss the possibility of securing annual discounts on our purchases.

Over the past year, we have greatly valued the partnership with [Supplier's Company Name] and have experienced significant growth in our business. To continue this trend and increase our order volume, we believe that establishing a discount structure would be mutually beneficial.

We are particularly interested in discussing discounts based on annual purchasing volume, as well as the potential for loyalty incentives for our continued partnership.

Please let us know a convenient time for us to discuss this proposal further. We look forward to your positive response and continued partnership.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]