Request for Retrospective Rebates

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to formally request the retrospective rebates associated with our transactions over the past [time period]. As per our agreement and ongoing partnership, we believe we are eligible for these rebates based on our purchase volume and terms outlined in our contract.

Our records indicate that the total eligible amount for retrospective rebates is approximately [insert amount]. We would appreciate your prompt attention to this matter and kindly request that you provide us with the necessary calculations and the subsequent credits to our account.

Please feel free to reach out if you need any further information or documentation from our side to facilitate this process. We value our relationship with [Supplier Name] and look forward to your cooperation in resolving this matter promptly.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]