

Request for Supplier Loyalty Rebate

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [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. I am writing to formally request the loyalty rebate as outlined in our agreement dated [Insert Agreement Date]. Over the past [Insert Duration] of our partnership, we have consistently sourced our [Insert Products/Services] from your company, demonstrating our commitment to our business relationship.

As per our agreement, we believe we are eligible for a loyalty rebate based on our annual purchasing volume of [Insert Volume]. We appreciate the quality products and services your company provides, and the rebate would greatly enhance our continued partnership.

Attached, you will find the documentation confirming our purchases and meeting the requirements for the rebate. We kindly ask that you review our request and process the rebate at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]