

Year-End Rebate Negotiation

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

As we approach the end of the year, we would like to take this opportunity to discuss our ongoing partnership and review the current terms of our rebate agreement.

Having valued our collaboration this past year, we believe that a renegotiation of our rebate terms could further strengthen our relationship and drive mutual benefits for both our companies. We have thoroughly analyzed our purchasing volumes and market trends and identified areas where adjustments could be applicable.

We propose to meet at your earliest convenience to discuss the potential for a revised rebate structure that aligns with our growing business needs. We are confident that we can reach an agreement that is advantageous for both parties.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]