

Supplier Terms and Conditions Inquiry

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are currently reviewing our purchasing agreements and would like to discuss the terms and conditions pertaining to our ongoing partnership.

Specifically, we are interested in negotiating the pricing structure and understanding any potential adjustments that may be applicable based on our order volumes and payment terms. We believe that addressing these matters will benefit both of our organizations and strengthen our collaboration.

Please provide us with your current terms and any areas where you feel there is room for negotiation. We are eager to ensure a mutually beneficial arrangement and look forward to your prompt response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]