

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Company Address]

[City, State, Zip Code]

Subject: Request for Competitive Pricing Adjustment

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss our current pricing structure for the products/services provided by [Vendor's Company]. Our company values our partnership and has always appreciated the quality and reliability of your offerings.

However, we have recently observed that several competitors are offering similar products/services at significantly lower prices. In order to remain competitive in the market, we believe it is crucial to revisit our agreement and request a pricing adjustment.

We are committed to maintaining our relationship with [Vendor's Company], but to do so effectively, we need to ensure that our costs align with market standards. We would greatly appreciate your consideration of a more competitive pricing structure that would allow us to continue to do business together.

Thank you for your understanding and support. I look forward to your prompt response regarding this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]