

Formal Appeal for Vendor Pricing Adjustment

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Vendor Name]
[Vendor Title]
[Vendor Company Name]
[Vendor Company Address]
[City, State, Zip Code]

Dear [Vendor Name],

I hope this message finds you well. I am writing to formally appeal for a pricing adjustment on our current contract for [specific products or services]. As our partnership has developed over time, we have greatly appreciated the quality and reliability of your offerings.

However, due to [specific reasons for the appeal, e.g., market fluctuations, increased operational costs, etc.], we find it essential to reassess our current pricing structure. We believe that a mutually beneficial adjustment can enhance our continued partnership and help us maintain the competitive edge we seek in the market.

We kindly request a review of our pricing terms, particularly focusing on [specific areas of concern or proposed adjustments]. We believe that a reconsideration of these terms can lead to a more sustainable business relationship for both parties.

I am looking forward to discussing this matter at your earliest convenience. Please let me know a suitable time for us to connect. Thank you for your attention to this request, and I hope to hear from you soon.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]