

Request for Vendor Discount

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss our ongoing partnership and to formally request a discount on our upcoming purchase due to [specific reasons]. We greatly value our relationship with [Vendor's Company Name] and the quality of the products/services you provide.

Over the past [duration of partnership], we have consistently [mention any achievements, loyalty, increased order volumes, etc.]. However, due to [explain circumstances such as budget constraints, market changes, etc.], we are hoping to negotiate a discount on our order.

We believe that this adjustment would not only help us maintain our partnership but also foster continued growth and collaboration in the future. A discount would allow us to [explain how the discount would benefit both parties, such as increasing order size, ensuring timely payments, etc.].

We appreciate your consideration of this request and look forward to your positive response. I am available for a call or meeting at your earliest convenience to discuss this further.

Thank you very much for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization Name]