

Letter for Long-Term Vendor Discount Agreement

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this letter finds you well. We have greatly appreciated the support and service you have provided us over the past [duration of the relationship]. As we continue to grow, we are looking for ways to enhance our partnership.

We are reaching out to discuss the possibility of establishing a long-term vendor discount agreement. Given our order volume and loyalty to your products, we believe there is an opportunity for both of us to benefit from a reduced pricing structure.

Our proposal is to formalize an agreement that provides us with [specific discount percentage] off the standard rates for the next [duration, e.g., year, 2 years]. In return, we are prepared to commit to purchasing a minimum amount annually and to provide you with consistent business.

We believe this partnership will not only enhance our operational efficiency but also solidify our relationship as we continue to navigate the competitive landscape together.

We would love to discuss this proposal in further detail and explore how we can move forward together. Please let us know a convenient time for you to meet, or feel free to reach out anytime at [Your Phone Number] or [Your Email Address].

Thank you for considering our proposal. We look forward to your response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]