

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

[Supplier's Name]
[Supplier's Company]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request a loyalty discount on our upcoming orders with [Supplier's Company]. We have maintained a strong business relationship over the past [duration of the relationship], consistently choosing your products due to their quality and our satisfaction with your service.

Due to our loyalty and the volume of business we conduct together, we believe that a discount would be mutually beneficial. We value our partnership and would like to continue to grow our purchasing with your company.

We appreciate your consideration of our request and look forward to discussing this further. Thank you for your continued support.

Best regards,

[Your Name]
[Your Position]
[Your Company]