Request for Pricing Adjustments

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to formally request a review of our current pricing arrangement for [specific product or service]. Due to [brief reason for request, e.g., increased costs, competitive market pricing, etc.], we believe an adjustment in pricing is necessary.

We highly value our partnership and believe that a revised pricing structure can benefit both parties. We would appreciate your consideration of the following adjustments:

- [Detail specific request 1]
- [Detail specific request 2]
- [Detail specific request 3]

We are confident that these adjustments will help us maintain a strong and ongoing relationship. Please let us know a convenient time for us to discuss this matter further.

Thank you for your attention to this request. I look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]