

# Adjustment Request for Supplier Rates

Date: [Insert Date]

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

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

Dear [Supplier Name],

I hope this message finds you well. I am writing to formally request an adjustment to our current supplier rates.

Given the recent market changes and our ongoing relationship, we believe that an adjustment would be mutually beneficial. Specifically, we request that you review the following items:

- [List specific items or services]
- [Include any relevant pricing information]

We appreciate your attention to this matter and are open to discussing this further at your earliest convenience. Thank you in advance for considering our request.

Best regards,

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