

Request for Price Modification

To: [Supplier Name]

Address: [Supplier Address]

Date: [Current Date]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to formally request a modification of the pricing terms for [specific product/service] that we currently procure from your company.

Due to [reason for the request, e.g., market changes, budget constraints, etc.], we are experiencing challenges that necessitate a review of our pricing agreement. We value our partnership with [Supplier Company Name] and are hopeful that we can reach an adjustment that reflects the current situation.

We would appreciate it if you could provide us with revised pricing options or any available discounts for the upcoming orders. Your support in this matter would greatly benefit both parties and help us continue our collaboration.

Thank you for considering our request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]