

Procurement Price Negotiation Offer

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Contact Name],

We hope this message finds you well. We are reaching out regarding the recent proposal submitted by your team for [insert product/service]. After a thorough review and consideration, we would like to discuss the pricing aspects to explore possible adjustments that could be mutually beneficial.

We appreciate the quality of your offerings and your commitment to service excellence. However, based on our budgetary constraints and market analysis, we believe that a revised price could enhance our partnership. We are looking to negotiate the following points:

- Current quoted price: [Insert Current Price]
- Proposed price: [Insert Proposed Price]
- Volume purchase considerations
- Payment terms

We would like to schedule a meeting to discuss this further. Please let us know your available times next week so we can finalize a suitable date and time.

Thank you for your attention to this matter. We look forward to your positive response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]