

Supplier Cost Adjustment Offer

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We hope this message finds you well. We appreciate your ongoing partnership and the quality products/services you provide us.

After a recent review of our current pricing structure and market conditions, we would like to propose an adjustment to the costs associated with the supplies we acquire from your organization.

We believe that an adjustment of [insert percentage or dollar amount] will reflect the current market realities while maintaining a mutually beneficial relationship. We appreciate your understanding in this matter, and we are open to discussing this offer at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]