

# Supplier Rate Negotiation Inquiry

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss our current pricing agreement and to inquire about the possibility of renegotiating the terms of our supplier rates.

As we continue to evaluate our budget and procurement strategies, we believe that a review of our current rates could be beneficial for both parties. Specifically, we are interested in understanding any flexibility you might have concerning price adjustments based on our ongoing partnership and commitment to your products/services.

We value our relationship with [Supplier's Company] and are keen to explore ways to enhance our collaboration. Please let us know a convenient time for you to discuss this matter further. Your cooperation and support in this negotiation will be greatly appreciated.

Thank you for your attention, and I look forward to your prompt response.

Best regards,

[Your Name]