

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Position]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We have been reviewing our current procurement strategy and pricing structure for the products we purchase from [Supplier's Company Name]. Over the past few months, we have experienced increasing pressure to remain competitive within our industry.

As you know, we have valued our partnership with [Supplier's Company Name] and appreciate the quality and service you provide. However, in light of recent market trends and competitors' pricing, we are eager to negotiate better pricing terms that will benefit both of our organizations.

We would like to discuss the possibility of a discount or revised pricing structure. Our goal is to achieve competitive pricing that allows us to continue our partnership while also maintaining our service quality and market position. We believe that with a mutual understanding, we can explore options that serve both of our interests.

Please let us know a convenient time for you to meet, or we can arrange a call to discuss this further. We are looking forward to your response and hope to reach a beneficial agreement soon.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]