

Supplier Discount Negotiation

Date: [Insert Date]

To: [Supplier's Name]
[Supplier's Company Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss our ongoing partnership and the potential for a discount on our short-term contracts.

As we review our current purchasing strategy, it has become clear that securing more favorable pricing on our short-term contracts could significantly enhance our business operations. We truly value our relationship with [Supplier's Company Name] and believe that with a modest adjustment in pricing, we can both benefit from increased order volumes and a stronger partnership.

We are looking at an order volume of [insert volume details] and believe that a [insert percentage]% discount on our standard pricing would be mutually beneficial. This adjustment would help us optimize our costs while maintaining our commitment to quality and timeliness.

I would appreciate the opportunity to discuss this proposal further and explore how we can come to an agreement that works for both parties. Please let me know a convenient time for you to discuss this in more detail.

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

Best regards,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]