

Vendor Pricing Adjustment Request

Date: [Insert Date]

To: [Vendor's Name]

Company: [Vendor's Company]

Address: [Vendor's Address]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss the current pricing structure for the products/services we have been purchasing from your company.

As we continue to navigate the changing market conditions, we have observed some discrepancies that warrant a review of our existing agreement. Specifically, we would like to request a pricing adjustment to align with our current purchasing volume and market standards.

We value our partnership and are keen to work together to find a mutually beneficial solution. I believe that with a new pricing structure, we can not only sustain our existing relationship but potentially increase our order volume.

Please let me know a convenient time for us to discuss this matter further. I look forward to your response.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

Email: [Your Email]

Phone: [Your Phone Number]