

# Vendor Pricing Negotiation Proposal

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor's Contact Name],

We hope this message finds you well. As a valued partner, we appreciate the quality of service and products that you provide to us. We are writing to discuss our current pricing agreement.

Over the past year, we have experienced a significant increase in [mention any relevant detail, e.g., demand, competition, etc.]. In order to maintain our competitiveness in the market, we need to address the pricing structure we currently have in place.

We would like to propose a review of our existing contract with a focus on the following:

- Reducing the overall pricing for [specific products/services]
- Exploring volume discounts or rebates for bulk purchases
- Payment terms adjustments that could benefit both parties

We believe that by working together, we can achieve a mutually beneficial agreement that supports our ongoing partnership. We would appreciate the opportunity to discuss this in more detail.

Please let us know a convenient time for you to meet or if you would prefer to discuss this over a call.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]