

Letter of Discussion for Long-term Supplier Relationship

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this letter finds you well. As we approach the next phase of our potential partnership, we would like to initiate a discussion regarding the establishment of a long-term supplier relationship between [Your Company's Name] and [Supplier's Name].

Our recent collaborations have highlighted your commitment to quality and service, and we believe that a long-term arrangement could be mutually beneficial. We aim to explore various aspects including pricing structures, delivery schedules, and quality assurance measures.

We propose to set up a meeting at your earliest convenience to discuss our potential partnership in detail. Please let us know your available times, and we will do our best to accommodate.

Thank you for considering this opportunity. We are excited about the possibility of working together more closely.

Best regards,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]