

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier Name]

[Supplier Company]

[Supplier Address]

[City, State, Zip Code]

## **Subject: Request for Long-Term Supply Pricing Structure**

Dear [Supplier Contact Name],

I hope this message finds you well. As we continue to strengthen our partnership, we are interested in establishing a long-term agreement for the supply of [specific products or services]. In order to facilitate our planning and budgeting processes, we kindly request a detailed pricing structure for a long-term supply arrangement.

Specifically, we would appreciate if you could provide us with the following information:

- Pricing tiers based on volume commitments
- Any discounts for long-term contracts
- Delivery schedules and terms
- Any additional fees or surcharges

We believe that a long-term agreement can be mutually beneficial, and we are committed to discussing terms that are fair and sustainable for both parties.

Please let us know a convenient time for us to discuss this further. We look forward to your timely response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]