

# Letter for Pricing Negotiation

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. As we approach the expiration of our current contract on [Insert Contract End Date], I would like to discuss the possibility of extending our agreement.

Over the past [Insert Duration], we have greatly valued our partnership and the services provided. However, in light of [Insert Reason for Negotiation, e.g., budget constraints, market changes], we feel it necessary to review the terms of our pricing.

We would like to propose a meeting to discuss our current pricing structure and explore options for a mutually beneficial agreement that reflects the needs of both parties moving forward.

Thank you for considering our request. I look forward to your response and hope to set up a meeting at your earliest convenience.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]