

Inquiry for Pricing Adjustments

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Company Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to inquire about the possibility of adjusting the pricing for our current contract due to [insert reason, e.g., changes in market conditions, volume increases, etc.].

We have valued our partnership and would like to continue working together under mutually beneficial terms. Could you please provide us with updated pricing for [specific products or services] at your earliest convenience?

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]