

Proposed Supplier Cost Discussion

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing partnership, we would like to discuss the current costs associated with the supplies and services we receive from your company.

In light of recent changes in market conditions and our business needs, we believe it is essential to review the pricing structure and explore potential adjustments. We appreciate the quality of your products and are committed to maintaining our collaboration, but we also need to ensure that costs remain aligned with our budgetary goals.

We suggest scheduling a meeting to discuss this matter in detail. Please let us know your availability in the coming weeks. We look forward to your response and to continuing our successful partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]