

# Supplier Price Negotiation Request

Date: [Insert Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to discuss the current pricing we have for the [specific product or service] that we purchase from your company.

As we review our budget and consider our business needs, we would like to propose a negotiation of our current prices. We highly value the relationship we have built with your company, and we believe that with a few adjustments, we can continue to support each other effectively.

We have researched market trends and competitor pricing, and we believe there is an opportunity to adjust our current rates in a way that benefits both parties. We are hoping to further discuss this matter with you at your earliest convenience.

Thank you for considering our request. I look forward to your response and am hopeful for a positive outcome.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]