

Letter of Appeal for Supplier Rate Modification

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Supplier's Name]
[Supplier's Company]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally appeal for a modification of our current supplier rates. Due to [briefly explain reason such as changes in market conditions, increased order volumes, etc.], we believe there is a need to reassess our existing contract terms.

Our partnership has always been valuable, and we appreciate your consistent support. We believe that adjusting the rates could strengthen our collaboration and allow for greater mutual benefits moving forward.

I kindly request a meeting to discuss this matter further and explore potential adjustments that benefit both parties. Thank you for considering our appeal.

Looking forward to your response.

Best regards,

[Your Name]
[Your Position]
[Your Company]