

[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. We have been reviewing our current costs and are interested in understanding your pricing structure and the potential for flexibility in pricing for our ongoing partnership.

Could you please provide information regarding your pricing tiers, any seasonal discounts, and potential adjustments based on volume purchases? We value our relationship with your company and are keen to explore ways to align our pricing strategies effectively.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]