

Request for Material Pricing Revision

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision in the pricing of the materials we are currently sourcing from your company.

Due to [insert reason such as market changes, volume increases, etc.], we would appreciate an evaluation of the current pricing structure to better align it with our ongoing partnership and mutual interests.

We value our collaboration and are hopeful that we can arrive at a more favorable agreement. Please let us know a convenient time for us to discuss this further.

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

Sincerely,

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