

Request for Preferential Pricing

Your Name

Your Position

Your Company

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Recipient's Name

Recipient's Position

Recipient's Company

Recipient's Address

City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request preferential pricing for [specific products/services] that we have been purchasing from your company. As a long-standing partner, we value our relationship and believe that a favorable pricing structure will benefit both parties.

Given our consistent order volume of [insert volume details] and our anticipated growth in the coming months, we believe that adjusting our pricing terms would be mutually beneficial.

We appreciate your consideration of our request and look forward to your positive response. Please feel free to contact me directly at [your phone number] or [your email] should you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]