

Counteroffer Letter to Tech Vendor

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

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

Dear [Vendor's Name],

Thank you for your proposal dated [date of original proposal]. After careful consideration, we appreciate your offer but would like to present a counteroffer for your services.

We are willing to accept [specific terms of your counteroffer, e.g., revised pricing, extended service hours, etc.]. This adjustment reflects our current budget constraints while still aligning with our project requirements.

We value the potential of working together and believe that this counteroffer can meet both of our needs effectively. Please let us know your thoughts on this proposal by [specified date].

Thank you for your understanding, and I look forward to your response.

Sincerely,

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