# Cost Revision Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As part of our ongoing commitment to improving our partnership and enhancing the service we provide to our customers, we have conducted a thorough review of our current agreement regarding pricing and service terms.

In light of recent market changes and to maintain the quality of products/services we offer, we would like to formally request a revision of the current costs associated with our agreement.

We believe that a revised pricing structure would not only benefit our organization but will also enable you to continue to deliver the exceptional quality we have come to expect from your services. We would appreciate the opportunity to discuss this further and explore potential adjustments that reflect the increased value and service improvements.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]