

Supplier Rate Change Negotiation

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

I hope this message finds you well. We appreciate the partnership we have built with [Supplier's Company Name] and your continued support of our projects.

As we aim for sustainability in our ongoing and future projects, we are currently reviewing our operational costs and the pricing structure in place. We have noticed that the current rates are posing challenges in maintaining the desired quality while ensuring the viability of our projects.

We would like to propose a discussion regarding the possibility of adjusting our current rates. Our objective is to find a mutually beneficial arrangement that can contribute to the sustainability of our collaborative efforts.

We value the quality of your products/services, and we believe that with a more flexible pricing structure, we can enhance our project outcomes and secure a long-term relationship.

Could we schedule a meeting to discuss this matter further? Please let us know your availability in the coming weeks.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Email]

[Your Phone Number]