

Request for Price Match

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

I hope this message finds you well. I am writing to discuss our ongoing partnership and to address a pricing concern we have encountered.

Recently, we discovered that [Competitor Name] is offering the same product/service, [Product/Service Name], at a lower price of [Competitor Price]. As we value the relationship we have developed with your company, we would like to request a price match for this product/service.

We believe that matching this price would not only strengthen our partnership but also ensure that we continue to choose your services as our primary vendor. We appreciate the quality and reliability that you provide and are hopeful for your cooperation in this matter.

Thank you for considering our request. We look forward to your prompt response so we can proceed accordingly.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]