

Vendor Price Negotiation Request

Date: [Insert Date]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. As we prepare for the upcoming [specific season, e.g., holiday, summer] sales period, we are reviewing our current pricing and discount structures with our valued vendors.

We greatly appreciate the partnership we have developed with [Vendor's Company] and the quality of products you provide us. In light of the seasonal demand and our commitment to delivering value to our customers, we would like to discuss the possibility of seasonal discounts on select items from your catalog.

We believe that by adjusting the pricing for this season, we can significantly increase sales volume, benefiting both our companies. We are looking for a [specific percentage] discount on [list specific products or categories] during the [specific season].

We look forward to your feedback on this proposal and hope to arrange a meeting to discuss this further at your earliest convenience.

Thank you for considering our request. We value our relationship and are optimistic about the opportunities this season can bring.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email]