

# Request for Supplier Discounts and Cost Reductions

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. As a valued partner, we appreciate the support and services provided by [Supplier Company Name] over the years. We are reaching out to discuss opportunities for better pricing on our recurring purchases.

Due to the current market conditions and our ongoing commitment to streamline expenses, we would like to request a review of the pricing structure for the products/services we frequently order from your company. We are keen to maintain our partnership and explore potential discounts or cost reductions that could benefit both our organizations.

We believe that with mutual cooperation, we can continue to achieve our business objectives efficiently. We would appreciate any considerations you could offer that would allow us to maintain our volumes while supporting our financial goals.

Thank you for your attention to this matter. I look forward to your response and hope to work together on this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]