

Supplier Renewal Terms Proposal

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. As we approach the renewal of our current supply agreement, we would like to initiate discussions regarding the terms of our continued partnership.

Over the past [duration of partnership], we have greatly appreciated the quality of products and services that your company has provided. With the current market conditions and our evolving needs, we believe there is an opportunity to negotiate more flexible terms that can benefit both parties.

Proposed Terms for Discussion

- Adjustment of pricing structure based on volume commitments.
- Flexible payment terms to accommodate cash flow dynamics.
- Enhanced delivery schedules to meet our operational demands.
- Revision of minimum order quantities to better align with our inventory needs.

We would appreciate the opportunity to discuss these proposed terms in detail. Please let us know a suitable time for you to meet or have a call within the next week.

Thank you for your attention to this matter. We look forward to your positive response and to continuing our successful partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]