

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We appreciate the continued partnership between our companies and the quality of service you provide.

As we are currently reviewing our budget for the upcoming fiscal year, we would like to request a review of the pricing terms for the products/services we procure from your organization. This review will help ensure that we remain competitive while continuing to meet our operational needs.

We are interested to know if there are any opportunities for discounts, revised pricing, or alternative options that may fit our requirements better. Please let us know if you require any additional information from our side to facilitate this review.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]