

Pricing Adjustment Request for Bulk Order

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a pricing adjustment for a bulk order we are planning to place with your company.

We have been pleased with the partnership we have developed and appreciate the quality of service and products your company provides. Given the volume of our upcoming order, we would like to discuss the possibility of a pricing adjustment to reflect the scale of this purchase.

The details of our order are as follows:

- Product Name: [Insert Product Name]
- Quantity: [Insert Quantity]
- Expected Delivery Date: [Insert Date]

We believe that adjusting the pricing for this bulk order would be mutually beneficial, enhancing our continued collaboration and enabling us to sustain a competitive market position.

We would appreciate the opportunity to discuss this further. Please let me know a convenient time for you to have a conversation. Thank you for considering our request.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]