

Price Recalibration Request for Promotional Items

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 recalibration of the prices for the promotional items we have been sourcing from your company. After conducting a recent market analysis and considering our sales performance, we believe that an adjustment could benefit both parties considerably.

We have appreciated your partnership and the quality of the products provided. However, current pricing structures are impacting our promotional strategies. We would like to discuss potential pricing adjustments that could better align with our budget and market conditions.

We propose a meeting at your earliest convenience to discuss this matter further. Please let us know your available times, and we will do our best to accommodate.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]