

This **negotiation letter sample for price reduction after quotation received** serves as a professional template to request a lower price following the receipt of an initial quotation. It helps businesses communicate their budget constraints or seek better terms by respectfully negotiating discounts, improved payment conditions, or additional benefits. Crafting such a letter effectively can foster positive supplier relationships while achieving cost savings, ensuring mutually beneficial agreements are reached without compromising on quality or service.

## Negotiation Letter Sample

[Your Name]  
[Your Position]  
[Your Company Name]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]

[Date]

[Recipient's Name]  
[Recipient's Position]  
[Supplier Company Name]  
[Supplier Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

Thank you for providing the quotation dated [Quotation Date] for [product/service name]. We appreciate your detailed proposal and your interest in supporting our needs.

After a careful review of the quotation and consideration of our current budget constraints, we would like to discuss the possibility of a price revision. As a valued partner, we are keen to continue working with you, but we are hoping you can offer a more competitive rate, especially in light of [mention any justifications such as volume of purchase, long-term partnership, or market comparison].

We kindly request a price reduction of [state the percentage or amount, if applicable], or any additional benefits you might consider (such as extended payment terms, free shipping, or added services), to help us proceed with this order within our budget limitations.

We trust that this request will be given favorable consideration, and we look forward to your positive response. Please feel free to contact me at [your phone number or email] if you need to discuss further.

Thank you for your attention and cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]