

Negotiation Letter Sample for Price Reduction for Long-Term Partnership

Date: [Enter Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Contact Name],

I hope this letter finds you well. On behalf of [Your Company Name], I would like to express our sincere appreciation for the quality products/services and professional support your team has consistently provided. We highly value our relationship and are eager to continue our partnership for many years to come.

As we plan for upcoming projects and increased volume, we are reaching out to discuss the possibility of revisiting the current pricing structure. In pursuit of a mutually beneficial and enduring collaboration, we kindly request your consideration for a price reduction on [specific products/services or "your key offerings"].

With a long-term partnership in mind, we believe that a revised pricing arrangement will empower us to substantially increase our order volume and expand the scope of our cooperation. We are committed to maintaining a predictable and steady business relationship, which can translate into consistent revenue and valuable feedback for your team.

We would appreciate it if you could review our proposal and suggest a fair adjustment that will enable both parties to achieve their goals. If necessary, we are open to discussing creative solutions such as tiered pricing, volume discounts, or extended contract terms.

Thank you for considering our request. We look forward to your favorable response and further strengthening our partnership.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or need additional information.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]