

Negotiation Letter Sample for Price Reduction Because of Quality Issues

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Supplier/Service Provider Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to you regarding our recent order (Order No: [Order/Invoice Number]) of [Product/Service Name] received on [Date of Receipt]. First, I would like to thank you for your continued partnership and the timely delivery of our order.

Upon inspection of the delivered goods/services, we have identified several quality issues that are not in line with our agreed-upon standards, as detailed in our contract. The specific concerns are as follows:

- [Issue 1]: [Description of the issue, e.g., defective items, missing components, substandard materials]
- [Issue 2]: [Description of another issue]

For your reference, we have attached photographic evidence and inspection reports highlighting these deficiencies. As a result, the affected goods/services have not met our operational requirements and have caused [briefly explain any impact, e.g., production delays, increased costs, customer complaints].

In light of these quality issues, we respectfully request a reconsideration of the pricing for this order. We propose a price reduction of [percentage or amount] to fairly compensate for the quality shortfalls and associated costs incurred on our end.

We value our business relationship and are confident we can resolve this matter amicably. Please let us know your thoughts on this proposal at your earliest convenience so we can continue our collaboration smoothly.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company Name]

[Contact Information]