

Negotiation Letter Sample for Price Reduction Due to Bulk Order

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

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

Dear [Supplier's Name],

I hope this message finds you well. I am writing to express our appreciation for the quality products and professional service your company has provided to us. We have been consistently satisfied with our business relationship and look forward to building an even stronger partnership in the future.

We are currently preparing to place a substantial bulk order of [quantity and product description], which will significantly increase our usual purchase volume. Due to the advantages associated with larger orders, such as streamlined logistics and consistent demand, we would like to discuss the possibility of a price reduction for this order.

We believe that a mutually agreed-upon discount will foster a long-term business relationship and benefit both parties. Based on our research and budget considerations, we respectfully propose an adjustment to [state proposed price or discount, e.g., 10% reduction] off the current unit price for this bulk purchase.

We value our collaboration and are hopeful that we can reach an agreement that allows for continued growth and cooperation. Please let us know your thoughts on this proposal, or suggest a time for us to further discuss this opportunity.

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

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