

## Negotiation Letter Sample for Price Reduction Due to Delayed Delivery

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

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

Dear [Supplier's Name],

I hope this message finds you well. I am writing regarding our recent order, [Order Number], for [product/service], placed on [Order Date] with an agreed delivery date of [Original Delivery Date].

We have noticed that the delivery was delayed and the goods were received on [Actual Delivery Date], which has unfortunately impacted our operations. The delay resulted in [briefly explain the specific impact, e.g., production disruption, additional costs, missed deadlines].

We value our ongoing relationship and understand that unforeseen circumstances can lead to such delays. However, considering the effect on our business, we kindly request a review of the order cost. We believe a price reduction of [proposed percentage or amount, e.g., 10%] would be a fair adjustment under the circumstances.

We appreciate your understanding and cooperation on this matter and look forward to resolving this amicably. We hope this request can be considered as a gesture of goodwill and to help strengthen our partnership going forward.

Thank you for your attention, and I look forward to your response.

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