

Negotiation Letter Sample for Price Reduction in Supply Agreement

This document provides a comprehensive **negotiation letter sample for price reduction in supply agreement**, serving as a formal communication tool to request a reconsideration of pricing terms between suppliers and buyers. It outlines effective strategies for articulating the reasons for price adjustments, such as market conditions, bulk purchasing, or long-term partnership benefits. The sample emphasizes clear, respectful language aimed at fostering cooperation and mutual benefit while ensuring a professional tone throughout the negotiation process.

Sample Negotiation Letter

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, ZIP Code]

Dear [Supplier's Contact Name],

Subject: Request for Price Reduction in Supply Agreement

I hope this letter finds you well. We greatly value our ongoing partnership and appreciate the quality of products and services you have consistently provided to [Your Company Name].

As our business relationship continues to grow, we have reviewed our current supply agreement and would like to discuss the possibility of revising the pricing terms. Due to recent changes in market conditions, coupled with our increasing order volumes, we believe there is a mutual opportunity to revisit our pricing structure for [product/service name].

We are confident that a revised price would not only support our long-term business objectives but also strengthen our partnership in the highly competitive market. In particular, we are prepared to commit to increased order quantities and extended contract durations, which we hope will be beneficial to both parties.

We kindly request a review of the current rates and would appreciate your best possible offer for our anticipated volumes in the upcoming period. If possible, we would also welcome any suggestions on how to mutually achieve greater cost efficiencies or added value.

Thank you for considering our request. We are open to discussing this matter at your earliest convenience and look forward to your favorable response.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]