

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Date]

[Seller Name]  
[Seller Company Name]  
[Seller Address]  
[City, State, Zip Code]

Subject: Request for Price Reduction - [Product/Service Name]

Dear [Seller Name],

I am writing to you regarding the proposal/invoice for [Product/Service Name] dated [Date]. We are very interested in moving forward with this purchase as we value the quality of your offerings.

However, after reviewing our current budget and comparing market rates, the current quoted price of [Original Price] is higher than we anticipated. We would like to request a price reduction to [Your Proposed Price].

We are making this request based on the following reasons:

- [Reason 1: e.g., Volume of the order]
- [Reason 2: e.g., Competitor pricing]
- [Reason 3: e.g., Long-term partnership potential]

We would appreciate it if you could review your pricing structure to see if there is any flexibility. We are eager to establish a long-term business relationship with your company and believe this adjustment would make the deal viable for us.

I look forward to hearing your thoughts on this proposal.

Sincerely,

[Your Signature]  
[Your Printed Name]