[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Request for Price Adjustment on Bulk Orders**

Dear [Vendor’s Name],

We hope this message finds you well. As part of our ongoing partnership, we are exploring opportunities to optimize our purchasing process and would like to discuss the possibility of a price adjustment for bulk orders of [*specific product/service*].

**Current Situation**:

Our order volumes for [specific product/service] have increased significantly, and we anticipate further growth in the near future. This presents an opportunity for both parties to strengthen our partnership through a mutually beneficial pricing structure.

**Proposed Adjustment**:

We are requesting a price adjustment based on the following anticipated order volumes:

* [*Volume 1, e.g., “Orders exceeding 1,000 units per month: Proposed price $X/unit.”*]
* [*Volume 2, e.g., “Orders exceeding 5,000 units per month: Proposed price $Y/unit.”*]

We believe this adjustment will allow us to place larger, more consistent orders, thereby streamlining operations and improving efficiency for both parties.

**Next Steps**:

We would appreciate the opportunity to discuss this proposal further at your earliest convenience. Please let us know a suitable time for a meeting or call. You can reach us at [Email Address/Phone Number].

Thank you for considering our request. We value our relationship and look forward to finding a solution that works for both parties.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]