

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

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Equipment Purchase Negotiation

I hope this message finds you well. I am writing to discuss the potential purchase of [describe the equipment] that we require for [explain the purpose or project]. After reviewing your proposal and considering our budget constraints, I would like to negotiate the terms of our purchase. We appreciate the quality and features of your equipment; however, we have noted that the quoted price of [insert price] exceeds our budget of [insert budget]. To facilitate a mutually beneficial agreement, we would like to propose [suggest a new price or terms, e.g., payment terms, delivery schedules, etc.].

I believe that adjusting the price or terms can lead to a long-term partnership between our companies. We value your business and are eager to address the needs of both parties.

Please let me know a convenient time for us to discuss this further. I am confident that we can reach an agreement that will benefit both our organizations.

Thank you for considering our proposal. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]