

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

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss the recent purchase order we submitted on [Order Date] for [Product/Service Details].

After reviewing the terms outlined in your proposal, we would like to negotiate certain aspects to ensure mutual benefit and maintain a long-term partnership. Specifically, we are interested in discussing the following points:

1. **\*\*Pricing\*\***:

- We believe a reduction in the unit price to [Proposed Price] would better align with our budget and market conditions.

2. **\*\*Delivery Timeline\*\***:

- We would appreciate a faster turnaround time for delivery, ideally within [Proposed Timeframe].

3. **\*\*Payment Terms\*\***:

- We propose extending the payment terms to [Proposed Payment Terms], which would aid in our financial planning.

We value our relationship with your company and are hopeful that we can reach an agreement that satisfies both parties. Please let us know a convenient time for you to discuss this further, or if you prefer to communicate via email.

Thank you for your attention to this matter. We look forward to your prompt response.

Best regards,

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