

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the recent item I am interested in purchasing from your company, [Item Name/Description].

After conducting some market research, I have found that [mention any price comparisons or reasons for negotiation]. I believe that a price adjustment would make this item more accessible and beneficial for both of us.

I propose a price of [Your Proposed Price], as I believe this reflects a fair value considering [justify your proposal with reasons such as market trends, budget constraints, etc.].

I am looking forward to your response and hope we can find a mutually agreeable solution.

Thank you for considering my proposal.

Sincerely,
[Your Name]