

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to discuss the pricing of [specific product/service] that we are considering for purchase. After reviewing the initial proposal and comparing it with market standards, I believe there may be an opportunity to negotiate the price to better fit our budget while still ensuring a mutually beneficial agreement.

We value the relationship we have built with [Company's Name] and are eager to move forward, but we would appreciate your consideration of a revised price of [proposed price] that can accommodate our current financial constraints.

Thank you for your understanding and consideration. I look forward to your favorable response and hope to continue our partnership.

Best regards,

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