

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

[Recipient's Name]
[Recipient's Position]
[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 possibility of negotiating a discount on [specific product/service] that I recently purchased/plan to purchase from your esteemed company. After reviewing my budget and considering the competitive market, I believe that a [specific percentage or amount] discount would be mutually beneficial and help support my ongoing business relationship with you. I appreciate the quality of services/products provided by [Company Name] and would be grateful if we could come to an agreement that accommodates my financial constraints while reflecting the value of your offerings. Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company Name, if applicable]
[Your Company Website, if applicable]