Request For Discount Letter

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, ZIP Code]

Subject: Request for Discount

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to you on behalf of [Your Company/Organization Name]. We have been a loyal customer of your products/services for [duration], and we highly value the partnership we have developed with your esteemed organization.

As you are aware, we have consistently purchased significant quantities of your products/services to support our operations and meet the needs of our clients. However, with the current economic challenges and ever-increasing costs, managing our expenses has become crucial to sustain our business growth.

In light of our long-standing relationship and the volume of purchases we have made, I would like to kindly request a discount on our future orders. A reasonable discount would not only strengthen our ability to continue procuring your top-notch products/services but also foster our commitment to promote your brand within our network.

We understand that offering discounts may require careful consideration, and we assure you that

any concession will be greatly appreciated and reciprocated with continued loyalty and increased referrals to potential customers.

To facilitate the process, I have attached detailed documentation of our past purchase history and the potential volume of future orders. This information should provide you with a comprehensive overview of our commitment to a long-term partnership.

If you require any further information or have any questions, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I would be more than happy to discuss this matter further and provide any additional details you may need.

Thank you for taking the time to consider our request. We eagerly look forward to your positive response and the opportunity to continue our mutually beneficial association.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Company/Organization Name]