

Dear vendor,

Good day!

I'm writing to ask for a price reduction since we need to make an order soon and would like to request a 10% discount.

The most recent order as below:

Product A: 60,000 units - \$54,000

Product B: 40,000 units - \$36,000

Total payment - \$90,000

I'm waiting for your kind response before placing order.

Thanks and regards,

[Your Name]

[Your Position]

[Your Company]