

# Supplier Negotiation Templates

These templates provide structured approaches for negotiating with suppliers. They cover different scenarios including price reduction, MOQ adjustment, lead time, and payment terms.

## Template 1: Price Reduction Request

Dear [Supplier Name],

Thank you for your quotation on [Product/Item]. We appreciate your offer. However, after comparing with other suppliers, your price is slightly higher.

Could you please provide your best price based on an order quantity of [X units]? If you can match or improve on the market price, we are ready to proceed with the order.

Looking forward to your reply.

Best regards,  
[Your Name]

## Template 2: MOQ Adjustment Request

Dear [Supplier Name],

We are very interested in [Product/Item], but your MOQ of [X units] is higher than our current requirement. Would it be possible to start with a smaller trial order of [Y units]? If the first order is successful, we plan to place larger repeat orders.

Thank you for your flexibility.

Best regards,  
[Your Name]

## Template 3: Lead Time Negotiation

Dear [Supplier Name],

We appreciate your offer for [Product/Item]. The quoted lead time of [X days/weeks] is longer than our requirement. Is it possible to shorten the lead time to [Y days/weeks] without compromising quality?

If you can meet this timeline, we will be able to confirm the order immediately.

Best regards,  
[Your Name]

## Template 4: Payment Terms Negotiation

Dear [Supplier Name],

Thank you for your quotation. We would like to discuss the payment terms. Instead of [Supplier's payment terms], could you accept [Your preferred terms, e.g., 30% deposit and 70% after inspection/shipment]?

This will help us build a long-term partnership with larger future orders.

Looking forward to your confirmation.

Best regards,  
[Your Name]