

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Supplier Contact Name]  
[Supplier Title]  
[Supplier Company Name]  
[Supplier Address]  
[City, State, Zip Code]

**Subject: Proposal for Preferred Supplier Status and Volume Discount Agreement**

Dear [Supplier Contact Name],

I am writing to you regarding the ongoing business relationship between [Your Company Name] and [Supplier Company Name]. Over the past [Period of Time], we have been very satisfied with the quality of your [Products/Services] and your commitment to timely delivery.

As our business continues to grow, we are looking to consolidate our purchasing activities. We are interested in designating [Supplier Company Name] as our Preferred Supplier for [Specific Category/Items]. In exchange for this exclusivity and a guaranteed commitment to high-volume procurement, we would like to propose a formal volume discount structure.

Based on our projected requirements for the upcoming year, we anticipate purchasing approximately [Quantity/Dollar Amount] of [Products/Services]. We propose the following discount tiers:

- Tier 1: [Percent]% discount for annual spend exceeding [Amount]
- Tier 2: [Percent]% discount for annual spend exceeding [Amount]
- Tier 3: [Percent]% discount for annual spend exceeding [Amount]

We believe that establishing this partnership will provide [Supplier Company Name] with predictable long-term revenue and reduced administrative costs, while allowing [Your Company Name] to maintain competitive pricing in our market.

Please let us know if these terms are acceptable or if you would like to schedule a brief meeting to discuss a mutually beneficial structure. We look forward to strengthening our partnership.

Sincerely,

[Your Signature]

[Your Printed Name]