

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

[Vendor Contact Name]
[Painting Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Renegotiation of Painting Services Proposal - [Property Name/Address]

Dear [Vendor Contact Name],

Thank you for submitting your proposal for the exterior painting of [Property Name/Address]. We appreciate the detailed breakdown provided in your initial estimate dated [Date].

After reviewing our current budget allocations for this fiscal year, we find that the proposed cost of [Original Amount] exceeds our approved limit for this project. However, we value your expertise and would prefer to work with your team rather than seeking alternative bids.

We would like to discuss a revised cost of [Target Amount]. To reach this figure, we are open to discussing the following adjustments:

- Adjusting the project timeline or start date.
- Modifying the scope of work (e.g., focusing on specific elevations first).
- Alternative material options or bulk-purchase discounts.
- Revised payment terms or schedules.

Please let us know if you are open to discussing a revised agreement. We are eager to finalize a contract and begin the project as soon as possible.

Thank you for your time and consideration. We look forward to your response.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]