

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

[Vendor Representative Name]
[Vendor Company Name]
[Vendor Address]
[City, State, Zip Code]

Subject: Request for Contract Term Renegotiation - Account #[Your Account Number]

Dear [Vendor Representative Name],

We value the waste management services [Vendor Company Name] has provided to [Your Company Name] over the past [Number] years. As we review our operational costs for the upcoming fiscal period, we would like to formally request a renegotiation of our current service terms.

Specifically, we are looking to discuss the following areas:

- **Pricing Structure:** Adjustment of monthly service fees or removal of specific surcharges.
- **Service Frequency:** Aligning pick-up schedules more closely with our current waste volume.
- **Contract Duration:** Options for renewal discounts or flexible term lengths.
- **Equipment Fees:** Reviewing the rental costs for bins and compactors.

Our goal is to maintain our partnership while ensuring the contract remains competitive and sustainable for our current budget. We have been approached by other providers, but we would prefer to continue our relationship with your team if we can reach mutually agreeable terms.

Please let us know your availability for a brief call or meeting during the week of [Date] to discuss these points further. We look forward to receiving a revised proposal from you.

Sincerely,

[Your Signature]
[Your Printed Name]