**LETTER TO VENDOR ASKING FOR DISCOUNT**

***Sub: Request for Discount***

Dear Name of Vendor or Lender:

Kindly refer to our order no: ——— dated [date] for the supply of [Product name].

We have large consignment of [product name] already in are shop/factory as the same could not be used for manufacturing due to the lockdown due to COVID-19 and sold in the market.

We have been suffering huge loss to our business due to COVID-19.

We shall, therefore, feel obliged if you will please give us a discount of \_\_\_% for the above referred order.

We realize that this will upset your arrangements for the monies due but we are sure you will accommodate us in the circumstances arising due to COVID-19.

Assuring you of our best co-operation.

Yours faithfully,