

Supplier Agreement Change Proposal

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to propose a change to our existing Supplier Agreement dated [Insert Agreement Date].

The proposed changes are as follows:

- **Change 1:** [Describe the change and its rationale]
- **Change 2:** [Describe the change and its rationale]
- **Change 3:** [Describe the change and its rationale]

We believe these changes will benefit both parties and enhance our ongoing partnership. Please review the proposed changes and let us know your thoughts by [Insert Response Date].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]