

# Supplier Agreement Modification

Date: [Insert Date]

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

[Supplier's Name]  
[Supplier's Company Name]  
[Supplier's Address]  
[City, State, Zip Code]

Dear [Supplier's Name],

Subject: Modification of Supplier Agreement

We are writing to formally propose modifications to the Supplier Agreement dated [Insert Original Agreement Date] between [Your Company Name] and [Supplier's Company Name]. After careful consideration, we have identified the following amendments:

- Modification 1: [Describe the modification and its purpose]
- Modification 2: [Describe the modification and its purpose]
- Modification 3: [Describe the modification and its purpose]

These changes are intended to [briefly explain the reason for the modifications]. We believe that these adjustments will enhance our partnership and improve overall efficiency.

Please review the proposed modifications and if you agree, kindly sign and return a copy of this letter by [Insert Deadline Date]. Your prompt response will be greatly appreciated.

Thank you for your attention, and we look forward to continuing our successful partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Contact Information]

Agreed and Accepted by:

[Supplier's Name]  
[Supplier's Title]  
[Supplier's Company Name]  
Date: \_\_\_\_\_