

Supplier Contract Amendment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[City, State, ZIP Code]

Dear [Supplier Name],

I hope this message finds you well. We are writing to formally request an amendment to our existing supplier contract dated [Insert Contract Date].

The purpose of this amendment request is to [briefly describe the reason for the amendment, e.g., change in delivery schedule, pricing adjustments, etc.].

The proposed changes are as follows:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

We believe these amendments will benefit both parties and look forward to discussing them further. Please feel free to reach out to me at [Your Phone Number] or [Your Email] to arrange a meeting.

Thank you for your attention to this matter. We appreciate your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]