

Supplier Partnership Contract Alteration Letter

Date: [Insert Date]

To:

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this letter finds you well. We are writing to formally propose an alteration to our existing Supplier Partnership Contract dated [Insert Original Contract Date].

As we strive to improve our collaboration, we believe that the following changes will benefit both parties:

- Modification 1: [Describe modification]
- Modification 2: [Describe modification]
- Modification 3: [Describe modification]

We kindly request that you review these proposed alterations, and if agreeable, please sign and return the attached amendment document by [Insert Deadline Date].

Thank you for your attention to this matter. We look forward to your prompt response and hope to continue our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]