

Supplier Service Agreement Revision

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to formally notify you of the proposed revisions to the existing Supplier Service Agreement dated [Original Agreement Date]. After a thorough review, we believe these changes will enhance our partnership and improve service delivery.

Revised Terms and Conditions

- **Section 1:** [Revised Term 1]
- **Section 2:** [Revised Term 2]
- **Section 3:** [Revised Term 3]

We kindly ask you to review the proposed changes thoroughly. If you agree with the revisions, please sign and return the agreement by [Response Deadline]. If you have any questions or concerns, do not hesitate to reach out.

Thank you for your attention to this matter. We look forward to continuing our successful collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]