

Subject: Revision of Supplier Terms

Dear [Supplier Name],

We hope this message finds you well. We are reaching out to inform you that we will be revising our terms concerning our partnership. These changes will help us improve our collaborative efforts and ensure a more efficient working relationship.

Effective [effective date], the following terms will be revised:

- Payment Terms: [New payment terms]
- Delivery Schedule: [Updated delivery schedule]
- Quality Standards: [Revised quality standards]

We believe these revisions will enhance our mutual benefits and hope to continue our successful partnership. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]