

Supplier Contract Adjustment

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to discuss a proposed adjustment to our current supplier contract dated [Insert Original Contract Date].

Due to [briefly explain the reason for the adjustment, e.g., changes in market conditions, price fluctuations, volume changes, etc.], we believe that an adjustment is necessary to ensure the continued success of our partnership.

The proposed changes are as follows:

- **Adjustment 1:** [Details of the adjustment]
- **Adjustment 2:** [Details of the adjustment]
- **Adjustment 3:** [Details of the adjustment]

We believe these adjustments will be mutually beneficial and we are open to discussing any concerns you might have. Please feel free to contact me directly at [Your Phone Number] or [Your Email Address] to schedule a meeting for further discussion.

Thank you for your attention to this matter. We appreciate your cooperation and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]