

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. We have been reviewing our current agreements and would like to discuss the possibility of adjusting the terms of our supplier contract dated [Insert Contract Date].

Due to [mention reasons such as market conditions, changes in volume, or other factors], we believe it is necessary to reassess some of the terms outlined in our agreement. Specifically, we would like to discuss the following points:

- [Point 1: Description]
- [Point 2: Description]
- [Point 3: Description]

We value our partnership and are committed to finding a mutually beneficial solution. Please let us know a convenient time for you to discuss this further. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]