

Proposal for Modifying Vendor Service Terms

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name]

Subject: Proposal for Modification of Service Terms

Dear [Vendor Contact Name],

I hope this message finds you well. We value our partnership with [Vendor Company Name] and appreciate the services you provide. However, after careful consideration, we would like to propose some modifications to the current service terms.

Proposed Modifications:

- Modification 1: [Description of the modification and rationale]
- Modification 2: [Description of the modification and rationale]
- Modification 3: [Description of the modification and rationale]

We believe that these adjustments will enhance our collaboration and improve the overall efficiency of services. We are looking forward to discussing this proposal and finding a mutually agreeable solution.

Thank you for considering our proposal. Please feel free to reach out at [Your Phone Number] or [Your Email] to schedule a meeting.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email]