

# Letter to Supplier Regarding Alterations to Agreement

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of some proposed alterations to our existing supplier agreement dated [Insert Original Agreement Date]. After reviewing our current collaboration, we believe these changes will enhance our partnership.

## Proposed Alterations:

- **Section 1:** [Describe Alteration 1]
- **Section 2:** [Describe Alteration 2]
- **Section 3:** [Describe Alteration 3]

We kindly ask you to review these proposed changes and provide your feedback by [Insert Feedback Deadline]. If you agree with the alterations, we can schedule a meeting to finalize the revised agreement.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]