

# Subject: Revision of Terms for Vendor Partnership

Dear [Vendor's Name],

We hope this message finds you well. We are writing to discuss the upcoming revision of our partnership terms, effective [Effective Date]. After reviewing our current agreement, we believe that certain adjustments are necessary to enhance our collaboration.

Outlined below are the proposed changes:

- **Pricing Structure:** [Details of the new pricing structure]
- **Delivery Schedule:** [Proposed delivery schedule changes]
- **Quality Assurance:** [Any changes related to quality standards]
- **Payment Terms:** [Revised payment terms]

We believe these changes will benefit both parties and strengthen our ongoing relationship. Please review the proposed terms and provide your feedback by [Feedback Deadline].

Thank you for your attention to these important matters. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]