

Vendor Agreement Adjustment Notice

Date: [Insert Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to inform you of an adjustment to our existing vendor agreement dated [Insert Original Agreement Date]. After careful consideration, we have decided to modify the following terms:

Adjustment Details

- **Adjusted Term 1:** [Describe the adjustment]
- **Effective Date:** [Insert Effective Date]
- **Additional Notes:** [Any additional information]

We believe that these adjustments will [insert reason for the adjustment and benefits]. Please acknowledge your acceptance of these changes by signing and returning a copy of this notice by [Insert Response Deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]