

Proposal to Change Contract Terms

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to propose changes to our current contract dated [Insert Original Contract Date]. After a thorough review of our ongoing partnership, we believe it is in our mutual interest to update certain terms to better reflect our evolving business needs.

Proposed Changes:

- **[Change 1]:** [Description of Change]
- **[Change 2]:** [Description of Change]
- **[Change 3]:** [Description of Change]

We believe these adjustments will enhance our collaboration and lead to a more successful partnership moving forward. Please review the proposed changes and share your feedback at your earliest convenience.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]