

Supplier Contract Revision Request

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Supplier Name]
[Supplier Company Name]
[Supplier Company Address]
[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. I am writing to formally request a revision to our existing supplier contract dated [insert original contract date]. After reviewing the terms and conditions, we believe there are specific areas that require adjustments to better align with our current needs.

The areas of concern include:

- [Specify Area 1]
- [Specify Area 2]
- [Specify Area 3]

We appreciate the partnership we have built over the years and are confident that these revisions will benefit both parties. I would like to schedule a meeting at your earliest convenience to discuss the proposed changes and come to a mutually beneficial agreement.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]