

Vendor Agreement Adjustment Proposal

Date: [Date]

To:

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing partnership, we have conducted a review of the current vendor agreement dated [Original Agreement Date]. We believe that certain adjustments could be beneficial for both parties to enhance our collaboration.

Proposed Adjustments

- **Adjustment 1:** [Description of the adjustment and rationale]
- **Adjustment 2:** [Description of the adjustment and rationale]
- **Adjustment 3:** [Description of the adjustment and rationale]

We are committed to maintaining a mutually beneficial relationship and believe these adjustments can help streamline our operations and improve outcomes for both parties.

We would appreciate the opportunity to discuss this proposal further. Please let us know a convenient time for a meeting or call.

Thank you for your consideration. We look forward to your response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]