

Vendor Contract Modification Inquiry

Date: [Insert Date]

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

[Vendor Name]
[Vendor Contact Person]
[Vendor Company]
[Vendor Address]
[City, State, Zip Code]

Dear [Vendor Contact Person],

I hope this message finds you well. I am writing to inquire about possible modifications to our existing vendor contract (Contract ID: [Insert Contract ID]), which was executed on [Insert Contract Date].

Due to [briefly explain reason for modification--e.g., changes in demand, pricing adjustments, service scope], we believe that certain adjustments to our agreement would be beneficial for both parties.

I would appreciate the opportunity to discuss this matter at your earliest convenience. Please let me know a suitable time for a meeting, or if you prefer, we can handle this via email.

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

Sincerely,

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