

Vendor Terms Alteration Notice

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to formally notify you of an alteration to the terms of our existing vendor agreement dated [Insert Date of Original Agreement]. After careful consideration, we have decided to modify certain terms to better align with our business objectives.

The following changes will take effect on [Insert Effective Date]:

- [Detail of alteration 1]
- [Detail of alteration 2]
- [Detail of alteration 3]

We believe that these changes will enhance our partnership and foster a more productive working relationship. If you have any questions or require further clarification regarding these alterations, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]