

# Vendor Contract Review Request

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in reviewing the contract between our companies regarding [briefly describe the nature of the contract or services involved].

The contract has been drafted and requires a thorough review to ensure all terms and conditions meet our mutual interests. Specifically, I would appreciate your input on the following sections: [list any specific sections or clauses you want them to focus on].

It would be greatly beneficial if we could complete the review by [insert deadline], allowing us to proceed promptly. Please let me know if you are available for a discussion or if you require any additional documents for your review.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]