

# Subject: Request for Leniency in Vendor Contract

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss our current contract regarding [specific project or service]. Given the unforeseen circumstances surrounding [briefly explain the situation, e.g., economic downturn, supply chain issues], we find ourselves in a position where adhering strictly to the original terms may pose significant challenges to our operations.

We value our relationship and believe that a collaborative approach is essential during these times. Therefore, we kindly request your understanding and flexibility in revisiting certain provisions of our contract, particularly concerning [mention specific points like payment terms, delivery schedules, etc.].

We are committed to fulfilling our obligations and maintaining a strong partnership with you. Your support in granting this leniency would greatly assist us in navigating through this challenging period.

Thank you for considering our request. I would appreciate the opportunity to discuss this matter further. Please let me know a suitable time for us to connect.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]