

Vendor Contract Flexibility Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Vendor's Name]

[Vendor's Company]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

I hope this message finds you well. I am writing to discuss our existing vendor contract dated [insert contract date]. We have been reviewing our current agreement and would like to propose some flexibility modifications to better align with our evolving business needs.

Proposed Modifications:

- **Payment Terms:** We would like to discuss the possibility of extending payment terms from [current term] to [proposed term].
- **Delivery Schedule:** Adjusting the delivery schedule to accommodate [specific needs or reasons].
- **Service Levels:** Exploring options to modify service levels to achieve a more efficient workflow.

We highly value our partnership with [Vendor's Company] and believe that these adjustments will enhance our collaboration. I would appreciate the opportunity to discuss these requests further at your earliest convenience.

Thank you for considering our flexibility requests. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]