

Vendor Contract Terms Update

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you that there have been updates to the terms of our vendor contract with you. The revised terms will take effect on [Effective Date]. Below are the key updates:

- **Payment Terms:** [Updated Payment Terms]
- **Delivery Schedule:** [Updated Delivery Schedule]
- **Termination Clause:** [Updated Termination Clause]
- **Confidentiality Agreement:** [Updated Confidentiality Terms]

Please review the attached document for the complete updated contract terms. If you have any questions or concerns, do not hesitate to reach out to us by [Contact Information].

Thank you for your attention to this matter. We look forward to continuing our partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]