

Supplier Terms and Conditions Inquiry

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. As we approach the renewal period for our current contract, we would like to inquire about the updated terms and conditions for our continued partnership.

Specifically, we are interested in the following areas:

- Pricing adjustments
- Delivery timelines
- Payment terms
- Product warranties
- Any changes to service levels or support

Understanding these points will assist us in making informed decisions moving forward. We kindly ask you to provide the updated terms at your earliest convenience, ideally by [Insert Deadline].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]