

# Vendor Information Amendment Appeal

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the recent amendment made to our vendor information under account number [Insert Account Number]. We have noticed discrepancies that could impact our ongoing business relationship.

Details of the Amendment:

- Previous Vendor Name: [Insert Previous Name]
- New Vendor Name: [Insert New Name]
- Previous Address: [Insert Previous Address]
- New Address: [Insert New Address]

After reviewing our records, we believe that the information may have been amended in error. We request that the original information be reinstated to ensure accuracy in our transactions and communication.

Please find attached supporting documents, including [Insert Document List]. We appreciate your attention to this matter and look forward to resolving it promptly.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]