

Vendor Profile Revision Request

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Name]

Subject: Request for Revision of Vendor Profile

Dear [Vendor's Name],

I hope this message finds you well. I am writing to request a revision of our vendor profile in your records. We have recently updated the following information that we believe is crucial for accurate representation:

- **New Address:** [Insert New Address]
- **Contact Number:** [Insert New Contact Number]
- **Email Address:** [Insert New Email Address]
- **Services Offered:** [Insert Updated Services]

Please let me know if you require any further information or documentation to facilitate this update.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]