

Vendor Record Modification Request

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 request a modification to the vendor record currently held for [Vendor's Company]. We would like to update the following information:

Modification Details:

- **Current Information:** [Current Information]
- **New Information:** [New Information]

Please let us know if you need any further documentation or information to process this request. We appreciate your prompt attention to this matter and look forward to your confirmation of these updates.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]