

# Vendor Agreement Clarification for Delivery Schedules

Date: [Insert Date]

To,

[Vendor's Name]  
[Vendor's Address]  
[City, State, Zip Code]

Dear [Vendor's Contact Person],

We hope this message finds you well. We are writing to seek clarification regarding the delivery schedules outlined in our existing vendor agreement dated [Insert Agreement Date].

Upon reviewing the terms, we noticed some discrepancies that require your attention:

- Delivery Frequency: [Specify any issues or changes needed]
- Lead Time: [Specify the required lead time for orders]
- Delivery Locations: [Clarify any specific locations if needed]

We would appreciate it if you could provide your feedback or any additional documentation that may clarify these points by [Insert Response Deadline]. Your prompt attention to this matter will help us ensure seamless operations and maintain our mutually beneficial relationship.

Thank you for your cooperation. We look forward to your timely response.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]