

Vendor Agreement Clarification

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

Dear [Vendor's Contact Person's Name],

We hope this message finds you well. We are writing to clarify certain aspects of our existing Vendor Agreement dated [Insert Date of Original Agreement] and to discuss any potential amendments for future collaborations.

As per our discussions, we would like to ensure that the following points are clearly understood:

- **Amendment Process:** Any amendments to the agreement must be documented in writing and signed by both parties.
- **Notice Period:** A notice period of [Insert Duration] is required for the proposed amendments to take effect.
- **Dispute Resolution:** We will adhere to the current dispute resolution procedures as outlined in the original agreement unless mutually agreed otherwise.

We value our partnership greatly and look forward to ensuring both parties remain aligned as we move forward.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]