

Vendor Legal Agreement Review

Date: [Insert Date]

To: [Vendor Name]

From: [Your Name / Your Company]

Subject: Review of Legal Agreement

Dear [Vendor Name],

We appreciate your partnership and are writing to initiate the review of the legal agreement between [Your Company] and [Vendor Name]. We would like to ensure that all terms and conditions are clear, fair, and align with both of our expectations.

Please find below the key areas we would like to discuss:

- Scope of Work
- Payment Terms
- Confidentiality Obligations
- Termination Clause
- Liability Limitations

We suggest scheduling a call to discuss these matters in further detail. Please let us know your availability for the coming week.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]