

Supplier Agreement Review

Date: **[Insert Date]**

To: **[Supplier Name]**

Address: **[Supplier Address]**

Email: **[Supplier Email]**

Dear **[Supplier Contact Name]**,

We hope this message finds you well. As part of our ongoing review process, we would like to take this opportunity to review our current Supplier Agreement dated **[Insert Agreement Date]**.

The objectives of this review include:

- Assessing performance against the agreed terms
- Identifying areas for improvement
- Discussing any changes in market conditions or business needs

We propose to schedule a meeting at your earliest convenience to discuss the above points in detail. Please let us know your available dates and times.

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

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]