

Supplier Agreement Modification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Name],

We are writing to formally propose a modification to our existing supplier agreement dated [insert original agreement date]. After reviewing our current arrangement, we believe that the following changes would be beneficial for both parties:

- **Modification 1:** [Describe modification in detail]
- **Modification 2:** [Describe modification in detail]
- **Modification 3:** [Describe modification in detail]

Please review and let us know if you agree to these modifications. If you have any questions or require further clarification, do not hesitate to contact us.

We value our partnership and look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]