

Letter of Amendment to Supplier Contract

Date: [Insert Date]

[Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

Subject: Amendment to Supplier Contract

We are writing to propose an amendment to the existing supplier contract dated [Insert Original Contract Date] between [Your Company Name] and [Supplier's Name].

As per our discussions, we would like to amend the following stipulations:

- **Section 1:** [Describe the amendment to section 1]
- **Section 2:** [Describe the amendment to section 2]
- **Section 3:** [Describe the amendment to section 3]

Please review the proposed changes and provide your confirmation by [Insert Confirmation Deadline]. If you have any questions, do not hesitate to reach out.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]