

Letter of Adjustment to Supplier Contract Terms

Date: [Insert Date]

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We are writing to formally propose an adjustment to our existing supplier contract dated [Insert Original Contract Date]. After reviewing our current terms, we believe the following adjustments are necessary to better meet the needs of both parties:

- **Adjustment 1:** [Describe the adjustment, e.g., pricing changes]
- **Adjustment 2:** [Describe the adjustment, e.g., delivery schedule]
- **Adjustment 3:** [Describe the adjustment, e.g., payment terms]

We believe these adjustments will enhance our partnership and ensure a smoother operation moving forward. Please review the proposed changes and let us know your thoughts by [Insert Response Date].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]