

Supplier Contract Update Notice

Date: [Insert Date]

To: [Supplier's Name]
[Supplier's Address]
[City, State, Zip Code]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to inform you of an update to our existing supplier contract, originally dated [Original Contract Date]. After a thorough review, we have decided to amend certain terms to better align with our current business needs.

The key updates include:

- Adjustment of pricing terms effective [Effective Date]
- Modification of delivery timelines
- Revised payment terms

Please find the updated contract attached to this notice. We kindly ask you to review the amended terms and provide your acknowledgment by [Response Deadline].

Should you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Company Address]
[Your Phone Number]
[Your Email Address]