

# Letter of Supplier Terms Revision

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to inform you about a revision of the terms of our supplier agreement.

After a thorough review of our current partnership and market conditions, we propose the following changes to our terms:

- **Payment Terms:** [Insert new payment terms]
- **Delivery Schedule:** [Insert new delivery schedule]
- **Pricing Adjustments:** [Insert any price changes]

We believe these adjustments will enhance our collaboration and ensure a smoother workflow for both parties. Please review the proposed terms and provide us with your feedback by [Insert Response Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]