

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Name],

We hereby give notice of an amendment to the material specifications previously provided for [specific material or product name]. The details of the amendment are as follows:

Amendment Details:

- **Current Specification:** [Current Specification Details]
- **Revised Specification:** [Revised Specification Details]
- **Effective Date:** [Effective Date of Changes]

We appreciate your cooperation in implementing these changes and ensuring that all future deliveries align with the updated specifications.

If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]