

Vendor Agreement Terms Reconsideration

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Company Name]

[Vendor's Address]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to formally address some terms within our existing vendor agreement dated [insert original agreement date]. Upon recent review, we have identified specific aspects that we believe require reconsideration for mutual benefit.

Terms for Reconsideration

- **Payment Terms:** [Specify changes or concerns]
- **Delivery Schedule:** [Specify changes or concerns]
- **Service Level Agreements (SLAs):** [Specify changes or concerns]
- **Termination Clause:** [Specify changes or concerns]

We believe that discussing these adjustments will lead to a more fruitful partnership. We would appreciate the opportunity to schedule a meeting to discuss these matters in detail. Please let us know your availability in the coming days.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]