

Vendor Resource Engagement Modification

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. We would like to discuss modifications to our current engagement regarding [specific resource/services]. After reviewing our ongoing collaboration, we believe that certain adjustments could enhance our partnership and the service we provide.

Proposed Modifications:

- Adjustment 1: [Details]
- Adjustment 2: [Details]
- Adjustment 3: [Details]

We believe these changes will improve our mutual objectives and foster a more effective working relationship. Please review these proposed modifications and let us know a suitable time for a discussion.

Thank you for your attention to this matter, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]