

Supplier Partnership Modification

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this letter finds you well. We are writing to formally propose modifications to our existing partnership agreement dated [Original Agreement Date]. These changes have become necessary due to [reason for modification].

The proposed modifications include:

- Change in pricing structure for [specific products/services].
- Adjustment of delivery timelines to [new timelines].
- Implementation of a new payment term of [new payment term].

We believe these modifications will enhance our collaboration and contribute to mutual growth. We are open to discussing these changes in detail and would appreciate your feedback by [Response Deadline Date].

Thank you for your continued partnership. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]