

Dear [Supplier's Name],

I hope this message finds you well. I am writing to follow up on our recent purchase order #[Order Number] dated [Order Date].

We would like to request an amendment to the original purchase order based on [reason for amendment, e.g., changes in quantity, specifications].

The details of the requested amendment are as follows:

- Item Description: [Item Description]
- Original Quantity: [Original Quantity]
- New Quantity: [New Quantity]
- Other Changes: [Any other amendments]

We appreciate your attention to this matter and would like to confirm the amendments at your earliest convenience. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]