

Advisory Notice

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Advisory on Contract Alteration

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of necessary alterations to our existing vendor contract dated [Insert Contract Date]. After careful consideration and assessment of our current business needs, we believe that certain modifications are required.

Proposed Alterations

- Change in payment terms from [Current Terms] to [Proposed Terms].
- Adjustment of delivery timelines from [Current Timeline] to [Proposed Timeline].
- Revision of service specifications in Section [Section Number].

We would appreciate your feedback on these proposed changes by [Feedback Deadline]. It is crucial that we align our expectations to ensure a continued successful partnership.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email Address]