

Notification of Amendments to Supplier Arrangement

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Contact Person: [Contact Name]

Email: [Contact Email]

Dear [Supplier Name],

We are writing to formally notify you of amendments to our existing supplier arrangement as per our recent discussions. The following changes will be effective from [Effective Date]:

- Amendment 1: [Description of amendment]
- Amendment 2: [Description of amendment]
- Amendment 3: [Description of amendment]

We believe these amendments will enhance our partnership and better align our mutual goals. Please review the changes and confirm your acceptance by [Confirm Date].

If you have any questions or need further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]