

# Letter of Proposal for Changes to Supplier Agreement

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Supplier Name]  
[Supplier Company Name]  
[Supplier Address]  
[City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. I am writing to formally propose changes to our existing supplier agreement dated [Insert Original Agreement Date]. After careful consideration and review of the current terms, we believe that certain amendments are necessary to enhance our collaboration and address our evolving needs.

## Proposed Changes:

- **Change 1:** [Describe the change and its purpose]
- **Change 2:** [Describe the change and its purpose]
- **Change 3:** [Describe the change and its purpose]

We believe that these changes will [explain benefits of the changes]. We would appreciate your feedback on this proposal and are open to discussing any concerns or suggestions you may have.

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

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]