

# Revised Supplier Agreement Discussion

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Discussion on Revised Supplier Agreement

Dear [Supplier Contact Name],

I hope this message finds you well. As we strive to strengthen our partnership and improve our service delivery, we would like to discuss revisions to our existing supplier agreement.

We believe that certain updates could enhance our collaboration and better align our mutual objectives. Therefore, we propose scheduling a meeting to go over the following points:

- Review of current performance metrics
- Adjustment of pricing structures
- Modification of delivery schedules
- Implementation of quality standards

Please let us know your availability for a meeting in the coming week. We look forward to your feedback and hope to reach a successful agreement that benefits both parties.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]