

Supplier Agreement Adjustment Request

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

I hope this message finds you well. I am writing to formally request an adjustment to our existing supplier agreement dated [insert original agreement date]. Given the recent developments in our partnership and market conditions, we believe that revisiting certain terms would be mutually beneficial.

Specifically, we would like to discuss the following adjustments:

- Adjustment 1: [Description]
- Adjustment 2: [Description]
- Adjustment 3: [Description]

We appreciate your consideration of this request and are open to discussing this matter at your earliest convenience. Please let us know a suitable time for a meeting or a call to further discuss these adjustments.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]