

# Supplier Agreement Revision Outline

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

## Subject: Revision Outline for Supplier Agreement

### I. Introduction

- Purpose of the agreement
- Overview of changes being proposed

### II. Current Agreement Overview

- Summary of existing terms and conditions
- Performance metrics and expectations

### III. Proposed Revisions

- Modification to payment terms
- Changes in delivery schedules
- Revised quality assurance procedures

### IV. Rationale for Revisions

- Market changes
- Supplier performance feedback
- Regulatory compliance requirements

### V. Next Steps

- Review period for the proposed revisions
- Scheduling a meeting for discussion
- Deadline for feedback from the supplier

### VI. Conclusion

Thank you for your attention to these proposed changes. We look forward to your feedback.

Sincerely,  
[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]