

Supplier Contract Amendment Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

Subject: Notice of Amendment to Supplier Contract

We are writing to formally notify you of an amendment to the existing Supplier Contract dated [Insert Original Contract Date] between [Your Company Name] and [Supplier Name].

The following changes will take effect as of [Insert Effective Date]:

- Change 1: [Describe Change]
- Change 2: [Describe Change]
- Change 3: [Describe Change]

Please review the amendments and confirm your acceptance by signing and returning a copy of this notice by [Insert Response Deadline].

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]