

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Subject: Adjustments to Procurement Contract Terms

Dear [Vendor Name],

We hope this message finds you well. We would like to discuss adjustments to the terms of our existing procurement contract dated [Original Contract Date], specifically concerning [specific sections or clauses in the contract].

Given the current market conditions and our evolving business needs, we propose the following adjustments:

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

We believe these adjustments will enhance our partnership and ensure smoother operations moving forward. Please review the proposed changes and let us know a convenient time for us to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]