

Letter of Amendments to Procurement Agreement

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Amendments to Procurement Agreement dated [Original Agreement Date]

We are writing to propose amendments to the Procurement Agreement between [Your Company] and [Recipient Company]. The following changes are suggested:

1. **Amendment 1:** [Description of Amendment 1]
2. **Amendment 2:** [Description of Amendment 2]
3. **Amendment 3:** [Description of Amendment 3]

We believe these amendments will enhance our collaboration and improve the terms of our agreement. Please review the proposed changes and feel free to reach out for any discussions or clarifications.

We appreciate your attention to this matter and look forward to your positive response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]