

Procurement Agreement Modification Request

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Subject: Request for Modification of Procurement Agreement

Dear [Supplier's Contact Name],

I hope this message finds you well. I am writing to formally request a modification to our existing procurement agreement dated [Insert Original Agreement Date], pertaining to [Insert Details of Agreement].

The reasons for this request are as follows:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We propose the following modifications:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

We believe that these modifications will benefit both parties and help us achieve our mutual goals. Please let us know a convenient time to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]