

Proposal for Procurement Agreement Alteration

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to propose an alteration to our existing procurement agreement dated [Insert Original Agreement Date]. After a thorough review of our current collaboration, we believe that certain adjustments would better align our mutual goals and enhance our partnership.

Proposed Alterations

- **Adjustment 1:** [Describe the specific change and reason]
- **Adjustment 2:** [Describe the specific change and reason]
- **Adjustment 3:** [Describe the specific change and reason]

We believe that these changes will lead to a more efficient procurement process and ultimately benefit both parties. We are open to discussing this proposal further and would appreciate the opportunity to meet at your earliest convenience.

Thank you for considering our proposal. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]