

Your Name  
Your Position  
Your Company Name  
Company Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Recipient Name  
Recipient Position  
Recipient Company Name  
Company Address  
City, State, Zip Code

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision to our existing procurement agreement dated [Insert Date of Agreement]. After reviewing the terms and conditions, it has come to my attention that [briefly explain the reason for the revision].

To ensure that both parties can continue to work together effectively, I propose the following changes:

1. [Proposed Change 1]
2. [Proposed Change 2]
3. [Proposed Change 3]

I believe that these adjustments will benefit both parties and enhance our collaboration. I would appreciate the opportunity to discuss this matter further at your earliest convenience. Please let me know a suitable time for a meeting, or feel free to propose any additional suggestions.

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

Sincerely,  
Your Name  
Your Position  
Your Company Name