

# Supplier Contract Suggestion

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Supplier Name]

[Supplier Company Name]

[Supplier Address]

[Supplier City, State, Zip Code]

Dear [Supplier Name],

I hope this message finds you well. We have been reviewing our current supplier agreements and would like to propose a contract that better aligns with our business needs and enhances our partnership.

Below are key suggestions for the proposed contract:

- Contract Duration: [Insert Duration]
- Pricing Terms: [Insert Suggested Pricing Terms]
- Delivery Schedule: [Insert Proposed Schedule]
- Quality Standards: [Insert Applicable Standards]
- Payment Terms: [Insert Payment Terms]

We believe these adjustments would not only benefit our operations but also strengthen our working relationship. We would love to discuss this further at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]