

# Supplier Contract Scrutiny

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Supplier Company Name]

[Supplier Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hope this message finds you well. We are currently reviewing the supplier contract that was initiated on [Contract Date] and would like to conduct a detailed scrutiny of its terms to ensure compliance and mutual understanding.

We request the following information for our review:

- A copy of the signed contract.
- Any amendments or addendums that were made.
- Copies of any correspondence that may affect the terms of our agreement.

Please provide the requested information by [Response Deadline] to facilitate a timely review process. If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]