

Contract Review Request

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request a review of the supplier contract dated [Contract Date], pertaining to [specific details about the contract or project].

We would like to ensure that all terms and conditions are clearly understood and that both parties are aligned on expectations moving forward. Specifically, we would appreciate your review of the following points:

- [Point 1]
- [Point 2]
- [Point 3]

Please let us know a convenient time for you to discuss this, or feel free to provide your feedback via email by [Response Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]