

Contract Review Request for Vendor Agreement

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review of the vendor agreement between [Your Company] and [Vendor Company Name]. The review is necessary to ensure that all terms and conditions are aligned with our expectations and compliance requirements.

We would appreciate it if you could provide your insights and any recommendations for amendments to the contract by [Insert Deadline]. This will help us move forward efficiently and foster a healthy partnership.

Please let me know if you require any further information to facilitate your review.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]