

[Print or type your name and address]

<<Recipient's Name>>
<<Company / Business Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Recipient's Name>>,

Change to Goods Supply Agreement

Under a contract between <<insert name of Party 1>> and <<insert name of Party 2>>, dated <<insert date of Agreement>>, <<insert brief description of Agreement>> (the "Agreement"), <<insert name of Party 1>>, supply the goods identified by <<insert Goods Number>> of that Agreement to you (the "Goods").

I am writing to notify you that a <<insert brief description of circumstances>>, [we] OR [I] have been unable to supply certain of the Goods. The affected Goods are detailed in <<insert brief description of Agreement>>.

[As required by the Agreement, <<insert name of Party 1>> has] OR [As required by the Agreement, <<insert name of Party 2>> has] made all reasonable endeavours to locate a suitable alternative source of supply of the Goods. [We] OR [I] have been unable to do so.

[I would like to take this opportunity to] OR [I] OR [we] OR [I] OR [we] thank you for the interest and value you have come to expect from the Goods and will remain otherwise unchanged and to thank you for your understanding.

Please sign and return the enclosed copy of this letter to acknowledge receipt and to confirm the changes to the Agreement.

Please do not hesitate to contact <<insert name & title>> if you have any questions or would like to discuss the changes to the Agreement.

Yours sincerely,

<<Name & Title>>
[For and on behalf of <<insert name>>]