

[Your Company Letterhead]

[Date]

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Amendment to Purchase Order [PO Number]

Dear [Supplier's Contact Name],

We would like to formally amend Purchase Order [PO Number] issued on [Original Order Date]. The changes are as follows:

1. ****Item Description****: [Original Item Description]

****New Item Description****: [New Item Description]

2. ****Quantity****: [Original Quantity]

****New Quantity****: [New Quantity]

3. ****Price****: [Original Price]

****New Price****: [New Price]

4. ****Delivery Date****: [Original Delivery Date]

****New Delivery Date****: [New Delivery Date]

Please confirm the acceptance of this amendment by signing and returning a copy of this letter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]