

# Supplier Engagement Adjustment Notice

Date: [Insert Date]

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this message finds you well. We would like to take this opportunity to inform you of some adjustments in our engagement with your company as a supplier. After careful consideration, we have decided to [briefly outline the reasons for the adjustment, e.g., align with new corporate strategies, adapt to market changes, etc.].

As part of this adjustment, the following changes will take effect:

- [Change 1: description]
- [Change 2: description]
- [Change 3: description]

We appreciate the partnership we have built over the years and remain committed to ensuring a smooth transition during this adjustment period. Your cooperation is invaluable to us, and we are confident that these changes will lead to improved outcomes for both parties.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]