

Supplier Payment Strategy Adjustment Notification

Date: [Insert Date]

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of a recent adjustment to our Supplier Payment Strategy that will take effect on [Insert Effective Date].

As we continue to optimize our operations and improve our financial practices, we have decided to implement the following changes:

- Revised payment terms from [Old Terms] to [New Terms].
- Introduction of early payment discounts for timely invoices with a discount rate of [Insert Rate].
- Updated process for invoice submission to streamline payment processes.

We believe these adjustments will enhance our partnership and ensure smoother transactions going forward. Our goal is to support our suppliers while maintaining the efficiency of our procurement process.

If you have any questions or require further clarification regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]