

# Notification of Vendor Contract Changes

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you of important changes to our existing contract dated [Original Contract Date] between [Your Company Name] and [Vendor Name].

The following changes will take effect on [Effective Date]:

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

Please review these changes and let us know if you have any questions or concerns. We value your partnership and are committed to ensuring a smooth transition during this process.

Thank you for your attention to these changes. We look forward to continuing our successful relationship.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]