

# Vendor Quality Standards Revision Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you of an important revision to our Vendor Quality Standards. As part of our ongoing commitment to quality and continuous improvement, we have updated our standards to better align with industry best practices.

## Key Changes Include:

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

We request your cooperation in reviewing these changes detailed in the attached document and ensure that your processes align with the updated standards by [Implementation Date].

Please do not hesitate to reach out if you have any questions or require further clarification.

Thank you for your ongoing partnership and commitment to quality.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]