

# Change Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Vendor Product Lifecycle Management Change Notification

Dear [Vendor Name],

We would like to inform you about an important change regarding the product lifecycle management process for your products listed under our partnership.

## Change Details:

- **Product Name:** [Product Name]
- **Current Lifecycle Phase:** [Current Phase]
- **New Lifecycle Phase:** [New Phase]
- **Effective Date:** [Effective Date]

## Impact of Change:

[Provide details on how this change will impact the vendor and product performance, if applicable.]

## Next Steps:

Please acknowledge receipt of this notification and provide any feedback by [Response Date]. We appreciate your cooperation during this transition.

If you have any questions or need further clarification, do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]