

Notification of Improved Supplier Order Verification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Notification for Improved Order Verification Process

Dear [Supplier Name],

We are writing to inform you about an enhanced order verification process that we are implementing to improve our procurement efficiency and accuracy. Effective [Insert Effective Date], all future orders will undergo a standardized verification procedure to ensure timely and accurate fulfillment.

Key details of the improved process include:

- Confirmation of order details via email within 24 hours.
- Use of a secure online portal for status updates.
- Regular audits for order accuracy and quality checks.

We believe these changes will facilitate a smoother transaction experience and strengthen our partnership. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]