

Letter of Notification for Batch Testing Process Modification

Date: [Insert Date]

[Supplier Name]
[Supplier Address]
[City, State, Zip Code]

Dear [Supplier Contact Name],

We hope this letter finds you well. We are writing to inform you about a modification to our batch testing process that will affect our ongoing partnership.

After careful review, we have decided to implement the following changes effective [Insert Effective Date]:

- Modification 1: [Describe modification detail]
- Modification 2: [Describe modification detail]

These changes are aimed at improving product quality and ensuring compliance with industry standards. We believe that adjusting the testing process will enhance the overall efficiency and reliability of our operations.

Please review these modifications and provide your feedback by [Insert Feedback Deadline]. We appreciate your cooperation and understanding as we make this transition.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]