

Vendor Supply Adjustment Notice

Date: [Insert Date]

To: [Vendor's Name]

[Vendor's Address]

[City, State, Zip Code]

Dear [Vendor's Name],

We hope this message finds you well. We are writing to address the recent supply adjustments required for our ongoing partnership.

Due to [reason for adjustment, e.g., increased demand, product discontinuation, etc.], we need to make the following adjustments to our order:

- Item: [Item Description] - Adjusted Quantity: [New Quantity]
- Item: [Item Description] - Adjusted Quantity: [New Quantity]
- Item: [Item Description] - Adjusted Quantity: [New Quantity]

We believe these adjustments will help us maintain a smooth supply chain and meet our customer demands effectively. Please confirm receipt of this letter and acknowledge the changes at your earliest convenience.

Thank you for your attention to this matter. We appreciate your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]