

Vendor Details Adjustment Notice

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are writing to inform you of an important adjustment to your vendor details in our records. Please review the following changes:

Previous Details:

- Contact Name: [Previous Contact Name]
- Phone Number: [Previous Phone Number]
- Email Address: [Previous Email Address]
- Address: [Previous Address]

Updated Details:

- Contact Name: [Updated Contact Name]
- Phone Number: [Updated Phone Number]
- Email Address: [Updated Email Address]
- Address: [Updated Address]

These changes will take effect on [Effective Date]. If you have any questions or concerns regarding this adjustment, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]