

# Supplier Advisory

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Advisory on Forthcoming Rebranding

Dear [Supplier's Name],

We are excited to announce that [Your Company Name] will undergo a rebranding initiative aimed at better reflecting our values and commitment to quality. This rebranding will include a new logo, updated packaging, and a refreshed marketing strategy.

We want to ensure that our partnership continues to thrive during this transition. The rebranding process will begin on [Start Date] and is expected to be completed by [Completion Date]. We will provide you with all necessary materials and guidelines to align your services with our new brand identity.

We appreciate your continued support and are confident that this rebranding will strengthen our relationship and enhance our offerings together.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]