

Vendor Account Settings Amendment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We would like to inform you that changes have been made to your vendor account settings. Please find the details of the amendments below:

- **Account Name:** [New Account Name]
- **Contact Person:** [New Contact Person]
- **Email Address:** [New Email Address]
- **Phone Number:** [New Phone Number]
- **Billing Address:** [New Billing Address]

If you have any questions or require further assistance, please do not hesitate to reach out to us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]