

Supplier Policy Change Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Dear [Supplier Contact Name],

We hope this message finds you well. We are writing to inform you of an important change to our supplier policy that will take effect from [Effective Date].

The key changes are as follows:

- [Detail of change 1]
- [Detail of change 2]
- [Detail of change 3]

We believe these changes will enhance our partnership and improve our operational efficiency. We kindly ask you to review the updated policy and ensure compliance by the effective date.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]