

Advisory on New Material Specifications

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Update on Material Specifications

Dear [Supplier Name],

We are writing to inform you of important updates regarding our material specifications that will take effect on [Effective Date]. As we strive for continuous improvement and compliance with industry standards, we have revised our specifications for [specific materials/products].

The key changes include:

- New material standards for [specific materials]
- Updated testing requirements
- Changes in documentation procedures

Please review the attached document for detailed specifications and compliance guidelines. We request that you integrate these changes into your production processes and ensure that all materials supplied to us meet the new requirements.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Contact Information]. We appreciate your cooperation in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]