

Confirmation of Material Specification Changes

Date: [Insert Date]

To: [Supplier Name]

[Supplier Address]

Dear [Supplier Contact Name],

We are writing to formally confirm the changes made to the material specifications for [Product Name or Order Number]. This decision has been taken after careful consideration and is aimed at ensuring product quality and compliance with our standards.

New Material Specifications

The updated specifications are as follows:

- Material: [New Material]
- Dimensions: [New Dimensions]
- Color: [New Color]
- Other Specifications: [Any Additional Specifications]

These changes will take effect from [Effective Date]. We kindly ask you to adhere to the new specifications in all future shipments. If you have any questions or need further clarifications, please do not hesitate to contact us.

Thank you for your attention and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]