

Notification of Changes in Material Specifications

Date: [Insert Date]

To: [Supplier Name]

Address: [Supplier Address]

Dear [Supplier Contact Name],

We are writing to inform you of important changes to our material specifications that will impact our ongoing supply chain relationship.

Effective [Effective Date], the following changes will be implemented:

- Previous Specification: [Previous Specification Details]
- New Specification: [New Specification Details]
- Reason for Change: [Reason for Change]

We request that you review these changes and confirm your ability to comply with the new specifications by [Response Deadline]. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your continued partnership and support.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]