

Procedural Update Notification

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Update on Supplier Material Characteristics

Dear [Supplier Name],

We are writing to inform you of a procedural update regarding the material characteristics specifications for the products supplied by your company. Effective immediately, the following changes will be implemented:

- **Characteristic 1:** [New Specification Details]
- **Characteristic 2:** [New Specification Details]
- **Characteristic 3:** [New Specification Details]

Please ensure that all future shipments adhere to the updated material characteristics. We kindly request your acknowledgment of this update by [Provide Date]. If you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]