

# Announcement of Vendor Operational Restructuring

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of an upcoming operational restructuring that will take effect on [effective date]. This decision has been made in order to enhance our efficiency and better serve our clients.

As part of this restructuring, we will be [briefly outline changes, e.g., merging departments, reducing operational costs, etc.]. We believe these changes will strengthen our collaboration and generate more value for our mutual business.

We appreciate your continued partnership and support during this transition. Please feel free to reach out to us with any questions or concerns.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]