

Vendor Operational Changes Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Name],

We hope this message finds you well. We are writing to inform you of some operational changes at [Your Company Name] that may affect our partnership.

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

- [Briefly describe change #1]
- [Briefly describe change #2]
- [Briefly describe change #3]

We believe these changes will enhance our operational efficiency and improve service delivery. We value your partnership and appreciate your understanding as we make these adjustments.

Please feel free to reach out to us if you have any questions or require further information.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]