

Vendor Resource Assignment Change Notification

Date: [Insert Date]

To: [Vendor Name]

Address: [Vendor Address]

Dear [Vendor Contact Person],

We are writing to inform you of a change in the resource assignment for [Project/Service Name]. This change will take effect on [Effective Date].

The details of the change are as follows:

- **Current Resource:** [Current Resource Name]
- **New Resource:** [New Resource Name]
- **Reason for Change:** [Brief Reason]

We appreciate your understanding and cooperation in this matter. Should you have any questions or need further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]