

Vendor Resource Planning Adjustment

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We hope this message finds you well. As part of our ongoing efforts to enhance our partnership and optimize our resource planning, we are writing to inform you of some necessary adjustments regarding our current vendor resource allocation.

In reviewing our resource needs for the upcoming quarter, we have identified some areas that require modifications in our arrangement. Specifically, we would like to discuss the following adjustments:

- Adjustment 1: [Detail of the adjustment]
- Adjustment 2: [Detail of the adjustment]
- Adjustment 3: [Detail of the adjustment]

We believe these changes will not only streamline our operations but also provide you with clearer expectations moving forward. We would appreciate the opportunity to discuss this further and align on these adjustments.

Please feel free to reach out to me directly at [Your Phone Number] or [Your Email Address] to arrange a meeting at your earliest convenience.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]