

Updated Procurement Guidelines for Subcontractors

Date: [Insert Date]

To: [Subcontractor's Name]
[Subcontractor's Address]
[City, State, Zip Code]

Dear [Subcontractor's Name],

We are writing to inform you of the updated procurement guidelines that will take effect as of [Effective Date]. These guidelines are intended to enhance our procurement processes and ensure compliance with industry standards.

Key Updates:

- New eligibility criteria for subcontractors
- Revised documentation requirements
- Updated assessment and evaluation procedures

Please review the attached document outlining the detailed guidelines and ensure that you adhere to the new protocols moving forward. If you have any questions or require clarification, feel free to reach out to [Contact Person's Name] at [Contact Person's Email] or [Contact Person's Phone Number].

Thank you for your attention to this matter and your continued partnership.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]