

Notice of Strategic Business Decision

Date: [Insert Date]

To: [Supplier Name]

From: [Your Company Name]

Subject: Notification of Strategic Business Decision

Dear [Supplier Name],

I hope this message finds you well. We are writing to inform you of a recent strategic business decision that may impact our partnership moving forward.

After careful consideration and analysis, we have decided to [insert brief details of the decision, e.g., "shift our sourcing strategy to focus on sustainable products" or "revise our order volumes and delivery schedules"]. This decision is based on [insert reasons, e.g., "market trends, cost analysis, and sustainability goals"].

We value our relationship with your organization and believe that this new strategy presents opportunities for collaboration. We would like to schedule a meeting to discuss how we can work together effectively during this transition. Please let us know your availability for the week of [insert date].

Thank you for your continued support and understanding. We look forward to discussing this further.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]