

# Dear Partners,

We hope this message finds you well. We are writing to inform you of some important changes regarding our company's structure that will take effect on [Effective Date].

## Overview of Changes

As part of our commitment to enhancing operational efficiency and improving service delivery, we will be undergoing a restructuring process that includes:

- Reorganization of our management teams
- Streamlining our services for better customer experience
- Introducing new departments focusing on innovation and digital transformation

## Impact on Our Relationship

We assure you that this restructuring will not affect our ongoing partnerships. In fact, we are confident that these changes will strengthen our collaboration and create new opportunities for growth.

## Next Steps

We will be hosting a virtual meeting on [Date and Time] to discuss these changes in detail and answer any questions you may have. Please RSVP by [RSVP Date].

## Contact Information

If you have any immediate questions or concerns, please do not hesitate to reach out to [Your Name] at [Your Email] or [Your Phone Number].

Thank you for your continued support and partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]