

Notification of Significant Changes Affecting Supplier Relationship

Date: [Insert Date]

To: [Supplier's Name]

From: [Your Company Name]

Subject: Important Changes to Our Supplier Relationship

Dear [Supplier's Contact Name],

We hope this message finds you well. We are writing to inform you of significant changes that will affect our ongoing relationship.

Effective [Insert Effective Date], the following changes will be implemented:

- **Change 1:** [Description of Change 1]
- **Change 2:** [Description of Change 2]
- **Change 3:** [Description of Change 3]

We believe these changes will enhance our collaboration and improve our mutual goals. We value your partnership and look forward to your continued support.

Please feel free to reach out if you have any questions or require further clarification regarding these changes.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]