

# Notice of Business Restructuring

Date: [Insert Date]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to inform you about an important development at [Your Company Name]. In order to better align our operations with our long-term goals and improve our service delivery, we have decided to undergo a restructuring process.

This decision has been made after careful consideration and is aimed at enhancing our efficiency and strengthening our relationship with valued partners like you. The restructuring will involve [briefly outline the main changes, e.g., merging departments, changes in management, etc.].

We appreciate your continued support and understanding during this transition. Please be assured that our commitment to maintaining strong partnerships with our suppliers remains unchanged.

Should you have any questions or require further clarification, please do not hesitate to reach out to us directly.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]