

Notice of Changes to Reseller Contract

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you of some important changes to the reseller contract regarding subscription billing.

Effective Date

The changes will be effective as of [Effective Date].

Summary of Changes

- Modification of billing cycles from monthly to quarterly.
- Updated commission rates on subscription renewals.
- Implementation of a new invoicing system for better transparency.
- Additional terms regarding payment delays and penalties.

Action Required

Please review the attached document which outlines the changes in detail. If you have any questions or concerns, do not hesitate to reach out to us by [Contact Information].

Agreement Confirmation

Kindly confirm your acceptance of these changes by [Confirmation Deadline]. Your continued partnership is greatly valued.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]