

Reseller Supply Chain Adjustment Notification

Date: [Insert Date]

To: [Reseller Name]

Address: [Reseller Address]

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you of an important adjustment in our supply chain strategy that will affect our partnership.

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

- Adjustment in order quantities.
- New delivery schedules.
- Change in product availability.

We believe these adjustments will optimize our supply chain performance and support your operations effectively. We appreciate your understanding and collaboration during this transition.

Please feel free to reach out to us at [Your Contact Information] for any questions or further discussion.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Contact Information]