

# Reseller Operations Communication Procedures

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Subject: Communication Procedures for Reseller Operations

Dear [Reseller Name],

We are reaching out to outline the established communication procedures to ensure smooth operations between our teams. Please find the details below:

## 1. Point of Contact

The primary point of contact for reseller operations is [Name] at [Email] or [Phone Number]. Please feel free to reach out for any inquiries or support required.

## 2. Reporting Issues

In the event of operational issues, please report them via email to [Support Email] with the subject line "Operational Issue - [Brief Description]" for timely resolution.

## 3. Weekly Updates

We will send out weekly updates every [Day of the Week] via email to keep you informed about inventory, promotions, and other relevant information.

## 4. Monthly Meetings

We will hold monthly meetings on the [Specify Day] of each month. Please confirm your availability for our next meeting scheduled for [Next Meeting Date].

## 5. Feedback and Suggestions

Your feedback is important to us. Please send any suggestions or concerns to [Feedback Email], and we will address them accordingly.

Thank you for your cooperation and partnership. We look forward to a successful collaboration.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Phone Number]

[Your Company Email]