

Notice of Changes to Reseller Purchasing Protocols

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 some important changes to our reseller purchasing protocols that will take effect on [Effective Date]. These changes aim to enhance our partnership and streamline the purchasing process.

Summary of Changes:

- Update on minimum purchase quantities.
- New payment terms and conditions.
- Introduction of a tiered discount structure.
- Changes to the return policy on unsold items.

Please review the detailed guidelines attached to this letter. We believe these modifications will improve our collaboration and your overall experience as a reseller.

If you have any questions or need further clarification regarding these changes, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]