

# New Reseller Procurement Regulations

Dear [Recipient's Name],

We are writing to inform you of the new procurement regulations for resellers that will be effective starting [Effective Date]. These changes are aimed at enhancing the efficiency and effectiveness of our procurement process.

## Key Changes:

- All purchase orders must be submitted through our new online portal.
- Resellers are required to maintain a minimum stock level, as specified in the attached guidelines.
- Quarterly reviews of reseller performance will be conducted to assess compliance with the new regulations.

Please review the attached document thoroughly and feel free to reach out if you have any questions or require further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]

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