

# Letter of Notification for Reseller Procurement Policy Adjustments

Date: [Insert Date]

To: [Reseller's Name]

Address: [Reseller's Address]

Dear [Reseller's Name],

We hope this message finds you well. We are writing to inform you about important adjustments to our reseller procurement policy that will take effect on [insert effective date]. These changes are designed to enhance our partnership and streamline procurement processes.

## Key Changes:

- [Detail Change 1]
- [Detail Change 2]
- [Detail Change 3]

We encourage you to review these adjustments carefully and reach out to us if you have any questions or require further clarification. Our goal is to ensure that these changes support your success as a reseller.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]