

Reseller Purchasing Policy Modification

Date: [Insert Date]

Dear [Reseller's Name],

We value our partnership and appreciate your continued support. We are writing to inform you of some important modifications to our reseller purchasing policy aimed at enhancing our collaboration and streamlining the purchase process.

Key Changes:

- **Minimum Purchase Requirement:** The minimum order quantity will now be set at [insert quantity].
- **Discount Structure:** We have updated the discount tiers as follows: [insert details].
- **Payment Terms:** The payment terms will be adjusted to [insert terms].
- **Return Policy:** The return policy has been modified to [insert details].

These changes will take effect from [insert effective date]. We believe these modifications will provide a more efficient and beneficial purchasing experience for all our resellers.

If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out to us at [insert contact information]. We look forward to our continued partnership.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]