

# Updated Reseller Acquisition Procedures

Date: [Insert Date]

To: [Reseller Name]

From: [Your Company Name]

Dear [Reseller Name],

We hope this message finds you well. We are writing to inform you of the updated procedures regarding reseller acquisitions, effective immediately. These changes are aimed at enhancing our partnership and ensuring a more streamlined process for all involved.

## New Procedures:

1. **Application Submission:** All applications must be submitted through our online portal.
2. **Documentation:** Required documents include [list required documents].
3. **Review Process:** The review period will now take approximately [insert time frame].
4. **Training and Support:** Upon approval, resellers will receive comprehensive training on our products.

For further details, please refer to the attached document outlining the full procedures. We appreciate your cooperation and look forward to continued success together.

Should you have any questions, feel free to reach out to our support team at [support email] or call us at [phone number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Contact Information]