

Notice of Supply Chain Adjustment

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Company Name]

Subject: Important Notice Regarding Supply Chain Adjustments

Dear [Recipient's Name],

We are writing to inform you of adjustments being made to our retail supply chain. Due to [briefly explain reason, e.g., increased demand, supplier issues, etc.], we are implementing changes that will affect our delivery schedules and inventory management.

Key adjustments include:

- Change in delivery frequency: [details]
- New inventory reorder levels: [details]
- Expected impacts on product availability: [details]

We understand that these changes may affect your operations, and we are committed to supporting you during this transition. Our team is available to discuss how we can best assist you. Please feel free to reach out to us at [Contact Information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]