

Logistics Procedure Amendment Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Amendment to Logistics Procedures

Dear [Recipient's Name],

We are writing to formally notify you of amendments to our logistics procedures that will take effect on [effective date]. The changes are intended to enhance our operational efficiency and improve service delivery.

Summary of Amendments:

- **Procedure 1:** Description of the change.
- **Procedure 2:** Description of the change.
- **Procedure 3:** Description of the change.

We encourage you to review the updated procedures thoroughly and reach out with any questions or concerns. Training sessions will be scheduled on [insert dates] to ensure a smooth transition.

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]