

Route Transition Information

Date: [Insert Date]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you about an upcoming transition in our route management that may affect your operations.

Transition Details

Effective [Insert Effective Date], we will be implementing new routes which may impact delivery schedules and service areas. The changes are aimed at improving efficiency and service quality.

What You Need to Know

- New routes will be active starting [Insert Date].
- Delivery schedules may be adjusted; please review them in advance.
- Contact our support team at [Insert Contact Information] for any questions or clarifications.

Action Required

Please confirm receipt of this letter and acknowledge your understanding of the changes by [Insert Confirmation Date].

Thank you for your cooperation and support during this transition. We appreciate your partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]