

Notification of Compliance Policy Adjustments

Dear [Vendor's Name],

We hope this message finds you well. We are writing to inform you of important adjustments to our compliance policies that will affect our partnership.

Effective [Date], the following changes will be implemented:

- Adjustment 1: [Description of policy change]
- Adjustment 2: [Description of policy change]
- Adjustment 3: [Description of policy change]

These adjustments are designed to ensure compliance with [regulatory requirements, industry standards, etc.]. We appreciate your cooperation and understanding as we implement these changes.

Should you have any questions or need further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]