

Vendor Relationship Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our vendor relationship with [Vendor's Name].

Effective [Date], [Vendor's Name] will be implementing new policies that may affect our current partnership. These changes include:

- [Change 1]
- [Change 2]
- [Change 3]

We believe these changes are aimed at enhancing the efficiency and effectiveness of our collaboration. However, we understand that they may raise questions or require adjustments in our processes.

Please feel free to reach out to us at [Your Contact Information] should you have any concerns or require further clarification.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]