

Vendor Engagement Modification Notice

Date: [Insert Date]

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you of an important modification to our vendor engagement process.

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

- Modification 1: [Description of modification]
- Modification 2: [Description of modification]
- Modification 3: [Description of modification]

We believe these changes will enhance our collaboration and streamline our processes. We appreciate your understanding and support during this transition.

Please feel free to reach out to us at [Contact Information] if you have any questions or need further clarification.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]