

Notification of Vendor Transition

Dear [Vendor Name],

We are writing to inform you that effective [Transition Date], our organization will be transitioning to a new third-party vendor, [New Vendor Name], for [specific services/products]. This decision was made after careful consideration and evaluation of our current vendor relationships.

We want to acknowledge and thank you for your partnership and the services you have provided to us over the years. We appreciate your support and efforts in meeting our needs.

During the transition period, we will work closely with you to ensure a smooth transition. Please prepare to transfer any necessary documentation and facilitate the handover of services as we move forward.

If you have any questions or need additional information, please feel free to reach out to us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]