

Update on Vendor Partnership

Dear [Vendor Name],

We hope this message finds you well. We are writing to inform you about an important update regarding our partnership. After careful consideration, we have decided to make some changes to our vendor collaboration strategy.

Starting from [Effective Date], [New Vendor Name or Changes in Partnership] will take over certain responsibilities previously managed by your team. We value the relationship we have built with you and assure you that this decision was not made lightly. We appreciate your support and contributions to our organization.

We are committed to ensuring a smooth transition and will work closely with you during this process. Please feel free to reach out to us if you have any questions or need further clarification.

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]