

# Notification of Supplier Contract Changes

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of some important changes to our existing contract dated [Original Contract Date] regarding the supply of [Goods/Services].

The following changes will take effect as of [Effective Date]:

- Change 1: [Description of Change]
- Change 2: [Description of Change]
- Change 3: [Description of Change]

Please review the amended terms carefully. If you have any questions or require further clarification, do not hesitate to reach out to us at [Your Contact Information].

We appreciate your cooperation and look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]