

# Notification of Changes to Procurement Terms

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of important changes to the procurement terms and conditions that will be effective as of [Effective Date]. These changes are aimed at improving our procurement process and enhancing collaboration between our organizations.

## Summary of Changes:

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

The detailed document outlining all changes is attached for your reference. We encourage you to review the new terms and reach out if you have any questions or require further clarification.

Thank you for your attention to this matter, and we look forward to our continued collaboration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]