

Subject: Update on Seasonal Supply Chain Adjustments

Dear [Recipient's Name],

We hope this message finds you well. As we approach the upcoming season, we would like to inform you about some anticipated shifts in our supply chain processes.

Due to [reason for the shift, e.g., increased demand, supplier changes, etc.], we have made adjustments to ensure the continued efficiency of our operations. These changes will include:

- Adjustments in delivery schedules
- New inventory management protocols
- A revised supplier partnership structure

We are committed to keeping you informed and minimizing any impact these changes may have on your services. Our team is working diligently to ensure a smooth transition and maintain our service levels.

If you have any questions or concerns regarding these adjustments, please do not hesitate to reach out to us at [your contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]