

Notification of Changes in Supplier Digital Channels

Dear [Supplier Name],

We hope this message finds you well. We are writing to inform you of some upcoming changes to the digital channels that we utilize for our operations.

Effective [Effective Date], we will be transitioning to a new digital platform for managing our supplier communications. This change aims to enhance our collaboration and streamline our processes.

Please take note of the following important details:

- **New Platform:** [New Platform Name]
- **Access URL:** [URL]
- **User Training:** Scheduled for [Date and Time].

We kindly request you to make the necessary arrangements to adapt to this new platform by the specified date. Once you have access, you will receive further instructions on how to navigate and utilize the new features effectively.

Should you have any questions or require assistance during this transition, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]