

Notice of Policy Change

Dear Valued Supplier,

We are writing to inform you of an important change in our policy that will take effect on [Effective Date]. As part of our commitment to continuous improvement and maintaining transparent relationships, we have made updates that will impact our operations and partnerships.

Summary of Changes:

- [Policy Change 1 Description]
- [Policy Change 2 Description]
- [Policy Change 3 Description]

We believe that these changes will enhance our collaboration and streamline our processes. Please take the time to review the revised policy documents attached to this letter.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]