

Portion Size Adjustment Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an adjustment in portion sizes for [specific meal or product] effective [date of adjustment].

This decision has been made after careful consideration of [reason for adjustment, e.g., nutritional guidelines, customer feedback, cost management]. We believe that this change will enhance our service and align better with our customers' needs.

The new portion sizes will be as follows:

- [Item 1]: [New Portion Size]
- [Item 2]: [New Portion Size]
- [Item 3]: [New Portion Size]

We appreciate your understanding and support as we implement these changes. If you have any questions or concerns, please feel free to reach out to us at [contact information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]