

Business Terms Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's 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 to our business terms effective [Effective Date]. This decision has been made to enhance our services and ensure we continue to meet your needs effectively.

The following changes will take place:

- Adjustment in [specific terms or conditions]
- Changes to [specific policies or procedures]
- Update on [pricing, terms of service, etc.]

For detailed information, please refer to the attached document outlining the changes and FAQs. We encourage you to reach out to us with any questions or concerns regarding these adjustments.

We value our partnership and appreciate your understanding as we implement these changes.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]