

Supply Chain Change Notification

Dear [Business Partner's Name],

We hope this message finds you well. We are reaching out to inform you of an important change in our supply chain operations that may impact our ongoing collaboration.

Effective [Effective Date], we will be implementing the following changes:

- [Change #1: Description]
- [Change #2: Description]
- [Change #3: Description]

These changes are aimed at enhancing our efficiency and improving service delivery to our partners. We assure you that we are taking all necessary measures to minimize any disruptions during this transition.

If you have any questions or require further clarification, please do not hesitate to reach out to your designated contact or reply to this email.

Thank you for your continued partnership and understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]