

Adjustment Notification Letter

Date: [Insert Date]

[Partner's Name]

[Partner's Company]

[Partner's Address]

[City, State, Zip Code]

Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you about some adjustments to our internal policies that may affect our partnership.

Effective [Insert Effective Date], the following changes will be implemented:

- [Adjustment 1: Brief Description]
- [Adjustment 2: Brief Description]
- [Adjustment 3: Brief Description]

We believe these adjustments will enhance our collaboration and improve our overall operations. We value your partnership and appreciate your understanding as we implement these changes.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your continued support.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]