

Dear [Partner's Name],

I hope this message finds you well. We are reaching out to inform you of some strategic policy shifts that we believe will enhance our collaboration and drive mutual success.

Overview of Changes

[Briefly outline the key policy changes, e.g., "We are shifting our focus towards more sustainable practices in our operations and will be implementing new guidelines that prioritize eco-friendly processes."]

Impact on Our Partnership

[Explain how these changes will affect the partnership, e.g., "These adjustments may require us to reevaluate certain terms in our agreement, but we are committed to ensuring that our partnership continues to thrive."]

Next Steps

[Include any necessary actions or meetings, e.g., "We would like to schedule a meeting next week to discuss these changes in detail and explore how we can align our strategies effectively."]

Thank you for your continued support and collaboration. We look forward to discussing this further and navigating these changes together.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]