

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Formal Notification of Contract Priority Change

We are writing to formally notify you of a change in the priority of our existing contract, titled "[Contract Title]," dated [Contract Date].

After a thorough review of our current operational requirements and commitments, we have determined that adjustments to our contract priorities are necessary. As of [Effective Date], the priority of the aforementioned contract will be changed to reflect [Brief Description of the New Priority or Changes].

We are committed to ensuring a smooth transition and will work closely with your team to address any implications this change may have. Please don't hesitate to reach out with any questions or concerns regarding this adjustment.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]