

Update on Essential Purchase Minimum

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an important update regarding the essential purchase minimum requirements that will take effect on [Effective Date].

As part of our ongoing effort to maintain quality and ensure the availability of essential items, the minimum purchase amount has been adjusted to [New Minimum Amount]. This change is necessary to streamline our operations and enhance service delivery for all valued customers.

We appreciate your understanding and support as we implement this update. Should you have any questions or require further clarification, please do not hesitate to reach out to [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]