

Date: [Insert Date]

To: [Customer's Name]

Address: [Customer's Address]

Dear [Customer's Name],

We hope this message finds you well. We would like to take this opportunity to remind you of our minimum purchase policy that was implemented on [insert date of policy].

As a valued customer, we appreciate your business and want to ensure you are aware that a minimum purchase of [insert amount] is required for all future transactions. This policy helps us maintain a high level of service and quality products.

If you have any questions or need further clarification regarding our minimum purchase policy, please feel free to reach out to us at [insert contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]