

Dear [Recipient's Name],

We hope this message finds you well. As part of our commitment to maintaining a streamlined purchasing process, we want to inform you of our minimum purchase guidelines effective [Effective Date].

To ensure efficiency and manageability, we kindly ask that all orders meet the following minimum purchase requirements:

- Minimum purchase per order: \$[Amount]
- Minimum quantity per item: [Quantity]
- Specific items may have different minimums as listed in the attached document.

We believe these guidelines will aid in optimizing our supply chain and improve service delivery. Should you have any questions or need further clarification, please do not hesitate to reach out to us.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]