

Packaging Material Change Notice

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of an important change regarding our packaging materials. Effective [Insert Effective Date], we will be transitioning to a new packaging material for [specific product(s) or product line].

The new packaging will enhance [describe benefits, e.g., sustainability, durability, etc.], and we are committed to ensuring that this change will not affect the quality of our products.

If you have any questions or need further information about this change, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address]. We appreciate your understanding and continued partnership.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]