

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an upcoming adjustment in the packaging size for our products. This change is aimed at improving efficiency and sustainability in our operations.

The new packaging sizes will be implemented starting from [Effective Date]. Below are the details of the adjustments:

- **Product Name:** [Product Name]
- **Current Packaging Size:** [Current Size]
- **New Packaging Size:** [New Size]
- **Reason for Change:** [Reason]

We believe that these changes will not only improve our operational capabilities but also enhance your experience as our valued customer. Please feel free to reach out if you have any questions or require further information regarding this adjustment.

Thank you for your understanding and continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]