[Company Name]

[Company Address]

[City, State, ZIP Code]

**Subject: Notification of Changes to Order Quantities**

Dear [Vendor’s Name],

We are writing to inform you of a change to the order quantities specified in our agreement for [Product/Service Name]. This adjustment reflects our current business needs and operational requirements.

**Details of Changes**:

* Original Order Quantity: [ORIGINAL QUANTITY]
* Revised Order Quantity: [NEW QUANTITY]
* Effective Date of Change: [EFFECTIVE DATE]

This change applies to all orders placed on or after [EFFECTIVE DATE] and will remain in effect unless otherwise communicated. Please update your records accordingly and confirm receipt of this notification.

We appreciate your flexibility in accommodating this adjustment. If you have any questions or require clarification, please contact [Name, Title] at [Email Address/Phone Number].

Thank you for your continued support and partnership.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE]

[COMPANY NAME]