[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

[RECIPIENT’S NAME]

[SUPPLIER’S / VENDOR’S NAME]

[SUPPLIER’S / VENDOR’S ADDRESS]

[CITY, STATE, ZIP CODE]

**Subject: Notification of Changes to Procurement Policies**

Dear [Supplier/Vendor Name],

We are writing to inform you of updates to [COMPANY NAME]’s procurement policies, effective [EFFECTIVE DATE]. These changes are intended to streamline our procurement processes, improve efficiency, and enhance collaboration with our valued partners like you.

Summary of Key Changes

1. [*Policy Change 1, e.g., “Revised purchase order approval workflows.”*]

Details: [*Brief explanation of the change and its implications.*]

1. [*Policy Change 2, e.g., “Updated payment terms.”*]

Details: [*Explain the change.*]

1. [*Policy Change 3, e.g., “Mandatory submission of vendor compliance certifications annually.”*]

Details: [*Explain the requirement.*]

**What This Means for You**:

* [*Highlight any specific actions vendors need to take, e.g., “Please ensure all invoices are submitted through our new vendor portal starting [date].”*]
* [*Provide links or references to full policy documents, if necessary.*]

We encourage you to review the updated procurement policy document, available at [*LINK OR REFERENCE TO LOCATION*], to familiarize yourself with all the changes.

**Support and Contact Information**:

If you have any questions about these updates or need assistance with compliance, please contact [Name, Title] at [Email Address/Phone Number]. Our team is available to support you during this transition.

We appreciate your continued partnership and look forward to working with you under the updated policies.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]