

Vendor/Supplier Notification - Business Continuity Assurance

Subject: Business Partnership Continuation Following Acquisition

Dear [Vendor/Supplier Name],

We want to personally inform you that [Company Name] has been acquired by [Acquiring Company Name], with the transaction finalized on [Date].

Your partnership has been invaluable to our success, and we want to assure you that this acquisition will not disrupt our business relationship. All existing contracts, payment terms, and procurement processes will continue unchanged.

This strategic move positions us for growth and may present new opportunities for expanded collaboration. We anticipate increased order volumes and potentially new product requirements as we integrate operations.

Our procurement team contact remains [Name] at [Email/Phone]. Please continue to direct all correspondence and deliveries as usual.

We value our partnership and look forward to growing together under our new organizational structure.

Best regards,

[Name]

Procurement Manager

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