Supplier Scheme Modification Email

Subject: Important Updates to Our Supplier Partnership Scheme

Dear [Supplier Name],

We are writing to inform you of modifications to our existing Supplier Partnership Scheme, effective [Date]. These changes have been implemented to better align with current market conditions and enhance program effectiveness.

Key modifications include:

- Revised payment terms from [Old Terms] to [New Terms]
- Updated minimum order quantities
- Enhanced quality assurance requirements
- New sustainability compliance standards

These adjustments ensure the scheme remains competitive while maintaining our high standards. All current participants will automatically transition to the updated framework. We have attached a comprehensive comparison document highlighting all changes.

Should you have questions or concerns about these modifications, please contact our supplier relations team at [Contact Information] by [Date]. We value your partnership and are committed to ensuring a smooth transition.

Warm regards,

[Your Name]

[Title]

[Company Name]

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