

head>

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address Line 1]

[Address Line 2]

Subject: Notification of Adjustments to Standard Rebate and Refund Schedule

Dear [Recipient Name],

This letter serves as formal notification regarding updates to our standard Rebate and Refund Schedule, effective as of [Effective Date].

After a periodic review of our operational policies, we have made the following adjustments:

- **Rebate Tiers:** [Describe change, e.g., Adjustment to volume thresholds or percentage rates].
- **Processing Timelines:** [Describe change, e.g., Refunds will now be processed within 30 days instead of 15].
- **Eligibility Criteria:** [Describe change, e.g., Minimum purchase requirements for rebate eligibility].
- **Administrative Fees:** [Describe change, e.g., Introduction of a processing fee for specific refund types].

These changes will apply to all transactions and agreements initiated on or after the effective date mentioned above. All existing terms not explicitly mentioned in this notice remain in full effect.

The updated schedule is attached to this letter for your records. Please ensure your accounts payable and procurement departments are informed of these updates to avoid any discrepancies in future filings.

If you have any questions regarding how these adjustments impact your specific account, please contact your account manager or our billing department at [Phone Number/Email].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]