

**Date:** [Insert Date]

**To:** [Vendor Name/Contact Person]

[Vendor Address]

[City, State, Zip Code]

**Subject: Notification of Management Change**

Dear [Vendor Contact Name],

This letter is to formally notify you of a change in management at [Your Company Name], effective as of [Effective Date].

Please be advised that [Old Manager Name] is no longer the point of contact for our account. The new primary contact person for all matters related to our partnership, including orders, billing, and general inquiries, will be:

**Name:** [New Manager Name]

**Title:** [New Manager Title]

**Email:** [New Manager Email]

**Phone:** [New Manager Phone Number]

We request that you update your records immediately to ensure all future correspondence and invoices are directed to the new management. Our billing address and tax identification information remain unchanged at this time.

We value our relationship with [Vendor Name] and look forward to continuing our successful collaboration under this new leadership. If you have any questions regarding this transition, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]