

[Date]

[Vendor Contact Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

**Subject: Notification of Change of Management and Contract Update**

Dear [Vendor Contact Name],

We are writing to formally notify you of a change in management at [Your Company Name], effective as of [Effective Date].

Under this new management structure, we have conducted a review of our existing vendor agreements. As a result, we are introducing an updated contract to ensure our partnership aligns with our current operational standards and goals. Please find the revised contract attached to this letter.

**Key Changes Include:**

- [Briefly mention change 1, e.g., Updated payment terms]
- [Briefly mention change 2, e.g., Revised service level requirements]
- [Briefly mention change 3, e.g., New reporting protocols]

Regarding daily operations and account management, your new primary point of contact will be:

**Name:** [New Manager Name]

**Title:** [Title]

**Email:** [Email Address]

**Phone:** [Phone Number]

Please review the attached document and return a signed copy by [Due Date]. If you have any questions regarding these updates or wish to schedule a meeting to discuss the transition, please reach out to [New Manager Name].

We value our relationship with [Vendor Company Name] and look forward to continuing our collaboration under this new management.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]  
[Your Company Name]