

June 11, 2024

To:

[Recipient Name]
[Recipient Position]
[Company Name]
[Address Line 1]
[Address Line 2]

Subject: Product Discount Adjustment Notification

Dear [Recipient Name],

We would like to inform you of an upcoming adjustment to the discount rates for select products effective from [Effective Date].

New Discount Details:

- Product: [Product Name 1] - [New Discount Rate] (was [Previous Rate])
- Product: [Product Name 2] - [New Discount Rate] (was [Previous Rate])

This change is part of our ongoing review to ensure fair and sustainable business practices. All orders placed on or after [Effective Date] will follow the new discount structure.

If you have any questions or require further clarification, please feel free to contact us.

Thank you for your continued partnership.

Best regards,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]