

Vendor Change Notification

Subject: Important Vendor Update: Transition to New ERP System and Legal Entity

Dear Valued Vendor,

We are writing to inform you of significant changes as our company transitions from our larger enterprise. **Effective [Go-Live Date], we will be moving to a new ERP system and operating as a newly established legal entity.** Here are key details about this transition:

1. ERP System Migration:

- **New System:** We are migrating from our current ERP system to [New ERP System Name]. This change will enhance our efficiency and streamline interactions.
- **Interaction:** Please begin familiarizing yourself with the new system. You will receive training materials and instructions on how to engage with us through [New ERP System Name].

2. Account Manager Contact Information:

- **New Emails:** All account managers will have new email addresses. Please update your records to use [New Email Domain] for all communications. Our new contact details will be provided in a follow-up message.

3. Contractual Changes:

- **Legal Entity:** Our contractual agreements will be updated to reflect our new legal entity, [New Legal Entity Name]. This will necessitate revisions to existing agreements, including change orders, work orders, and Master Services Agreements.
- **Document Changes:** For any modifications to contractual documents, please contact [Contract Manager's Name] at [Contact Email/Phone].

4. Legal Counsel:

- **Issues and Queries:** Should you have any questions or need assistance with legal matters related to the transition, please reach out to our in-house legal counsel, [Legal Counsel's Name], at [Legal Counsel's Email/Phone].

Key Dates:

- **System Cutover Date:** [Insert Date]
- **New Email Activation Date:** [Insert Date]
- **Effective Date of New Legal Entity:** [Insert Date]

We appreciate your cooperation and support during this transition. We are committed to making this change as smooth as possible and will keep you updated with further details as they become available.

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]