Date:

This is to notify that our company has changed the process of supply management of raw materials, effective from 1st July 20XX.

It has been observed that our manufacturing process often faces slack time due to our current process of the storage of raw materials. We only store 5% excess raw materials, other than the ones that are being currently employed in the production process. As the extra raw materials are not sufficient to keep the production going, the time between placing the raw material supply order, and receiving it, often results in an inefficient manufacturing process.

Therefore, we have changed this policy, and from 1st July 20XX, 10% excess of raw materials will be ordered and stored. The supply management team is expected to place the orders accordingly.

We are hoping that this new changed process will improve the overall efficiency, effectiveness, and profitability.

For any questions, contact at [X]. Do not reply to this email.

Thanks.

Regards,

Martha Watson.