**Dear Valued Customer**:

Our records show that we currently supply [insert product name/family] to you. This letter is to inform you that we are implementing a change to the product and/or relates processes as described in this communication. Please review this letter to ensure that your products and/or processes will not be affected by the proposed change and e-mail your acceptance and/or need for any other documentation from us to accept this change on or before [insert date]. Please respond with your approval to [insert name of responsible party] at [insert e-mail address]. Thank you for your help and support.

**Tungsten Part Numbers**: [insert part #’s affected]

**Customer Parts Numbers**: [insert part #’s affected]

**Part Name**: [insert part name]

**ECO**: [insert relevant ECO/ECN issued for change]

**Reason**:

[state the reason for change]

**Drawing/Datasheet Rev**: **Rev Date**:

**Change Description**:

[insert relevant information]

**Submitted by** : [insert relevant name] **Title** :

**Authorized signature**: **Submission Date**: