

[Your Name]  
[Your Position]  
[Aquatic Center Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Organization/Institution Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Important Policy Changes at [Aquatic Center Name]

We hope this message finds you well. We are writing to inform you of some important updates to our policies at [Aquatic Center Name] that will take effect starting [Effective Date].

[Briefly outline the key policy changes, including reasons for the changes and any relevant details. Use bullet points for clarity if needed.]

1. [Policy Change #1: Description]
2. [Policy Change #2: Description]
3. [Policy Change #3: Description]

These changes aim to [describe the purpose of the changes, such as improving safety, enhancing the experience, etc.]. We appreciate your understanding and cooperation as we implement these new policies.

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support of [Aquatic Center Name].

Sincerely,

[Your Name]  
[Your Position]  
[Aquatic Center Name]  
[Contact Information]