

[Your Aquatic Center's Name]  
[Your Aquatic Center's Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Policy Change

We hope this message finds you well. We are writing to inform you of a change in our policies at [Your Aquatic Center's Name], effective [Effective Date].

[Briefly describe the policy change and the reasons for it. Include any relevant details regarding how this change will affect members or visitors.]

We believe that this change will enhance your experience and improve the overall safety and enjoyment for all our patrons. We encourage you to review the updated policy on our website or at the reception desk.

If you have any questions or concerns regarding this change, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Aquatic Center's Name]