

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Router Usage Policy

We hope this letter finds you well. We are writing to inform you about our updated Router Usage Policy, which aims to ensure the proper and secure use of network resources for all users.

Effective [Start Date], the following guidelines will be in place for the usage of routers within our network:

1. **Usage Restrictions**:

- [Detail any specific prohibited activities, e.g., illegal downloads, accessing inappropriate content.]

2. **Network Security**:

- [Outline measures for maintaining network security, e.g., password protection, software updates.]

3. **Monitoring and Compliance**:

- [Explain how compliance will be monitored and any consequences for violations.]

4. **User Responsibility**:

- [State the responsibilities of the users regarding network usage.]

Please ensure that you familiarize yourself with these policies to maintain a secure and efficient network environment. For a complete overview of the Router Usage Policy, please refer to the attached document or visit [Website/Link].

If you have any questions or require further clarification, do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]