

[Your Name]  
[Your Position]  
BNSF Railway Company  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Subject: Notification of Policy Changes

I hope this letter finds you well. We would like to inform you of important changes to our policies that will take effect on [effective date].

The key changes include:

1. [Brief description of Policy Change 1]
2. [Brief description of Policy Change 2]
3. [Brief description of Policy Change 3]

These adjustments are aimed at enhancing our operational efficiency and ensuring compliance with [relevant regulations or standards].

We encourage you to review these changes and reach out with any questions or concerns. Our team is committed to providing any clarification you may need during this transition.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
BNSF Railway Company