

[Your Church's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Announcement of Updated Church Policies

We are writing to inform you of the recent updates to our church policies, effective [effective date]. These policies have been reviewed by the church leadership to better serve our community and enhance our worship experience.

**\*\*New Policies Include:\*\***

1. [Policy 1 - Brief Description]
2. [Policy 2 - Brief Description]
3. [Policy 3 - Brief Description]

We encourage all members to read and familiarize themselves with the updated policies, which can be found on our church website or available in print at the church office.

We appreciate your understanding and cooperation as we implement these changes. Should you have any questions or concerns, please do not hesitate to reach out to us at [contact information].

Thank you for your continued support and dedication to our church community.

Blessings,

[Your Name]

[Your Title]

[Church Name]

[Contact Information]

[Optional: Church Logo]