

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Policy Change

We are writing to inform you about an important change in our policy at DX Engineering, which will take effect on [Effective Date].

[Briefly describe the policy change, including the rationale behind it and what it entails.]

We believe this change will [describe the expected benefits of the policy change]. We encourage you to review the updated policy details on our website at [Website URL] or contact us directly at [Contact Information] for more information.

Thank you for your understanding and continued support. We value our relationship with you and are committed to ensuring a smooth transition.

Sincerely,

[Your Name]

[Your Title]

DX Engineering

[Your Contact Information]

[Company Website]