

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Effective Date Announcement

We are writing to inform you of an important change that will take effect on [Effective Date].

[Brief description of the change and its significance.]

This change is part of our ongoing commitment to [purpose of the change].

We believe it will bring about [expected outcomes or benefits].

If you have any questions or need further clarification, please do not hesitate to contact us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]