

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Effective Date

We are writing to inform you that, effective [Effective Date], the following changes will take place regarding [briefly describe the subject of the notification, e.g., policy changes, service updates, etc.].

[Provide a brief description of the changes and any relevant details.]

We encourage you to reach out to us if you have any questions or require further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]