

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to formally inform you of the upcoming changes that will take effect on [Effective Date]. These changes are being implemented to [briefly explain reason for the change, if applicable].

Please note that the following will be the adjustments associated with this effective date:

- [Briefly list changes or actions]
- [Continue listing if necessary]

We appreciate your understanding and cooperation during this transition. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title, if applicable]  
[Your Company, if applicable]