

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

Dear [Recipient Name],

Subject: Notification of Effective Date Changes

I hope this message finds you well. I am writing to formally inform you of changes to the effective dates pertaining to [specific details or policies affected].

Effective [new effective date], the following changes will take place:

1. [Detail change 1]
2. [Detail change 2]
3. [Detail change 3]

Please ensure that you update any relevant documentation and communicate these changes to your team. Should you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]