

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company]

[Recipient's Address]

Subject: Implementation of Effective Date

Dear [Recipient's Name],

We are writing to formally communicate the implementation of the effective date for [specific change, policy, or action] as discussed. This change will take effect on [effective date].

The following outlines the key details regarding this implementation:

1. **\*\*Overview of Change\*\***:

[Brief description of the change and its purpose.]

2. **\*\*Effective Date\*\***:

The new policy/practice will take effect on [date].

3. **\*\*Action Required\*\***:

[Details of any actions the recipient needs to take or be aware of.]

4. **\*\*Contact Information\*\***:

Should you have any questions or need further clarification regarding this implementation, please do not hesitate to contact [Your Name] at [Your Phone Number] or [Your Email Address].

We appreciate your attention to this matter and look forward to your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]