

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Important Policy Announcement

We hope this message finds you well. We are writing to inform you of an important update to our policies that will take effect on [Effective Date].

[Briefly describe the policy change, including the rationale behind it and any key details that the recipient should be aware of.]

We believe these changes will [describe the expected positive outcomes of the change]. We encourage you to reach out with any questions or concerns you may have regarding this new policy.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]