

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Update on [Policy Name]

We are writing to inform you of updates to our [Policy Name], effective [Effective Date]. This policy revision aims to [briefly state the purpose of the update, e.g., enhance clarity, comply with regulations, etc.].

Key Changes:

- [Change #1: Brief description]

- [Change #2: Brief description]

- [Change #3: Brief description]

We encourage you to review the updated policy, which is available

[provide location or link to the full policy].

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Person's Name and Position] at [Contact Phone Number] or [Contact Email].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Optional: Attachments or references to related documents]