

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

Subject: Update on LQMS Policy

We hope this message finds you well. We are writing to inform you of recent updates to our Laboratory Quality Management System (LQMS) policy. As part of our commitment to maintaining the highest standards of quality and compliance, we have made several important revisions that will take effect on [effective date].

Key updates include:

1. [Update 1: brief description]
2. [Update 2: brief description]
3. [Update 3: brief description]

We believe these changes will enhance our processes and ensure continued adherence to regulatory requirements. Please review the updated policy attached for detailed information.

If you have any questions or require further clarification regarding these updates, do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Attachment: Updated LQMS Policy Document]