

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

Dear [Recipient Name],

Subject: Workflow Changes in the Laboratory Quality Management System (LQMS)

I hope this message finds you well. I am writing to inform you of upcoming changes to our Laboratory Quality Management System workflow that will take effect on [effective date].

These modifications are aimed at improving our operational efficiency and ensuring compliance with the latest standards. The key changes include:

1. **[Change 1: Brief description]**
2. **[Change 2: Brief description]**
3. **[Change 3: Brief description]**

We believe these changes will enhance our quality control processes and lead to improved outcomes. Please review the attached document for a detailed overview of the new workflow and the rationale behind these adjustments.

Should you have any questions or concerns regarding these changes, do not hesitate to reach out to me directly. Your feedback is valued and will be essential for a seamless transition.

Thank you for your attention and cooperation in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Organization]