

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Announcement of New Policy [Policy Name]

We are pleased to announce the implementation of our new policy, [Policy Name], effective [Date]. This policy aims to [briefly describe the purpose of the policy and its significance].

Key Highlights of the Policy Include:

- [Highlight 1]

- [Highlight 2]

- [Highlight 3]

We believe that this initiative will [mention the expected impact or benefits of the policy]. We encourage all stakeholders to familiarize themselves with the details of the policy, which can be accessed [mention where the full policy can be found, e.g., website link or attached document].

For any queries or further information, please feel free to reach out to [Contact Person's Name and Title] at [Contact Phone Number] or [Contact Email Address].

Thank you for your attention to this important initiative.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]