

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

Dear [Recipient Name],

Subject: Notice of Written Instructions for Policy Change

I hope this message finds you well. We are writing to formally notify you of a proposed change to our existing policy regarding [specific policy topic].

Effective [date of implementation], the following changes will take effect:

1. ****Current Policy:**** [Brief description of the current policy].
 ****Proposed Change:**** [Brief description of the proposed change].
2. ****Reason for Change:**** [Explain the rationale behind the policy change].
3. ****Implications:**** [Outline any implications this change may have on stakeholders, services, or processes].

We believe that this policy amendment will [explain expected benefits or improvements]. We encourage you to review the details and provide any feedback by [feedback deadline, if applicable].

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]