

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am excited to share some important news with you regarding [specific announcement or change related to NWMLS].

As of [effective date], [describe the changes or updates, highlighting key points]. This adjustment will [explain how it benefits the recipient or impacts their experience].

I understand that changes can raise questions, so please feel free to reach out to me with any inquiries or for further clarification. I am here to assist you!

Thank you for your continued support and trust in NWMLS.

Warm regards,

[Your Name]
[Your Title/Position]
[Your Company/Organization]
[Website URL]