

[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: Policy Change Notification

I hope this message finds you well.

I am writing to inform you about important changes to our policy regarding [briefly describe the policy]. This change is effective as of [effective date] and aims to [state the purpose of the change].

****Summary of Changes:****

1. [Change 1: Describe the specific change and its implications]
2. [Change 2: Describe the specific change and its implications]
3. [Change 3: Describe the specific change and its implications]

These changes have been made to [explain the reason for the changes, including any relevant background information or rationale]. We believe that these adjustments will enhance [benefits of the policy change].

We encourage you to review the full policy document attached to this letter for a comprehensive understanding of these changes. Should you have any questions or require further clarification, please do not hesitate to reach out to me directly at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization]