

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Policy Change

We are writing to inform you of an important update regarding our company policies. After careful consideration and evaluation of our current practices, we have decided to implement changes to [briefly describe the policy or area affected].

Effective [effective date], the following changes will take place:

1. [Detail the specific changes in bullet points or numbered list]
2. [Continue with additional changes, if applicable]
3. [Any additional information]

We believe these adjustments will enhance [mention the intended outcome or benefit, e.g., operational efficiency, customer satisfaction, compliance, etc.]. Our commitment to [briefly mention the company values or mission related to the change] remains unchanged.

For any questions or further clarification regarding this policy change, please feel free to reach out to [contact person or department, along with their contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]