

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Subject: QJK Notification - Policy Update

Dear [Recipient Name],

We are writing to inform you of important updates regarding our policies as part of our continuous effort to provide the best service possible.

****Effective Date:**** [Insert Effective Date]

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

1. ****[Policy Title 1]****

- [Brief description of the change]

2. ****[Policy Title 2]****

- [Brief description of the change]

3. ****[Policy Title 3]****

- [Brief description of the change]

For detailed information, please refer to the attached document or visit our website at [insert website link].

If you have any questions or concerns regarding these updates, feel free to reach out to us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Attachment: Detailed Policy Changes]