

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

Dear [Recipient's Name],

Subject: Policy Change Notification

We hope this message finds you well. We are writing to inform you of a forthcoming change to our policies that will take effect on [effective date].

The specific change involves [describe the policy change briefly]. This adjustment aims to [explain the purpose and benefit of the change].

We value your support and understanding regarding this update. Should you have any questions or require additional information, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company/Organization]