

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Announcement of Policy Change

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

As part of our ongoing commitment to [reason for policy change, e.g., improving customer service, enhancing sustainability, ensuring compliance with new regulations], we have decided to [briefly describe the policy change].

The key details of the new policy are as follows:

1. [Detail 1]

2. [Detail 2]

3. [Detail 3]

We believe this change will [explain the benefits of the policy change briefly].

If you have any questions or require further clarification regarding this policy change, please do not hesitate to reach out to [contact person or department] at [contact number] or [email address].

Thank you for your understanding and support as we implement this important change.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]