

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Policy Change Regarding Zcash

We are writing to inform you of an important update regarding our policies on Zcash operations.

Effective [Effective Date], the following changes will be implemented:

1. [Detail of Policy Change 1]

2. [Detail of Policy Change 2]

3. [Detail of Policy Change 3]

These changes have been made to [reason for the policy change, e.g., enhance security, improve compliance, etc.]. We encourage you to review these updates carefully to understand how they may affect your dealings with Zcash.

For further details, please refer to our updated policy documentation available at [link to documentation] or contact us at [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]