

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Subject: Policy Change Notification

Dear [Recipient Name],

I hope this message finds you well. I am writing to inform you of a change in our current policy regarding [specific policy or issue]. Effective [date of change], the following updates will be implemented:

1. **[Policy Change 1]**: [Brief description of the change and its implications]
2. **[Policy Change 2]**: [Brief description of the change and its implications]
3. **[More changes, if applicable]**

We believe that these changes will [explain the reason for the change and the expected positive outcomes]. We appreciate your understanding and support as we transition to this new policy.

Should you have any questions or require further clarification, please do not hesitate to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

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