

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: PBX Compliance Notification

We are writing to inform you of important updates regarding our PBX (Private Branch Exchange) compliance measures.

As part of our commitment to ensuring compliance with the latest regulations and standards, we have undertaken a thorough review of our PBX systems. This notification serves to confirm that our systems are now fully aligned with [specific compliance regulations or standards, e.g., FCC regulations, HIPAA requirements, etc.].

Key elements of our compliance include:

1. [Briefly describe compliance element 1]
2. [Briefly describe compliance element 2]
3. [Briefly describe compliance element 3]

We encourage you to review our compliance documentation attached to this letter and reach out if you have any questions or require further information.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]