

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notice of Policy Changes Effective [Effective Date]

We are writing to inform you of upcoming changes to our policies that will take effect on [Effective Date]. These changes are aimed at [briefly explain the purpose or benefits of the changes].

The key updates include:

1. [Policy Change #1: Brief Description]
2. [Policy Change #2: Brief Description]
3. [Policy Change #3: Brief Description]

We understand that changes can lead to questions or concerns. Therefore, we encourage you to reach out with any queries you may have regarding these changes.

Thank you for your attention to this matter and your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]

[Optional: Enclosure or Attachments]