

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

Dear [Recipient Name],

Subject: VNC Server Policy Update

We hope this message finds you well. We wanted to inform you about important updates to our VNC server policy that will take effect as of [Effective Date].

The key changes include:

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

These updates have been implemented to ensure better security, compliance, and overall efficiency of our operations. We encourage you to review the full policy document attached to this letter for detailed information.

If you have any questions or require further clarification regarding these updates, please do not hesitate to reach out to [Contact Person] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]