

[Your Name]
[Your Position]
YJ School
[School Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

Dear [Recipient's Name],

Subject: Notification of Policy Change

We hope this letter finds you well. We are writing to inform you of an important change to our school policy that will take effect on [effective date]. This change is part of our ongoing effort to ensure a safe and conducive learning environment for all students.

[Briefly describe the policy change, including any relevant details or implications for students/parents/faculty.]

We understand that this change may prompt questions or concerns, and we encourage you to reach out to us at [contact information] for any clarification. We appreciate your understanding and support as we implement this policy to enhance our educational community.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
YJ School