

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

[Recipient Name]
[Recipient Title]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: YMCA Policy Updates

We are writing to inform you of recent updates to our policies at [YMCA Name]. These changes are designed to enhance the safety and well-being of all our members and staff while ensuring compliance with current regulations.

[Insert a brief overview of the specific updates, highlighting key changes, effective dates, and the rationale behind them.]

We encourage you to review these updates carefully and reach out with any questions or concerns. Your understanding and cooperation are greatly appreciated as we work together to maintain a safe and positive environment for everyone at [YMCA Name].

Thank you for your continued support.

Sincerely,

[Your Name]
[Your Title]
[YMCA Name]