

Notification of Changes in Medical Device Specifications

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of important changes to the specifications of our medical device, [Device Name], which is intended for [Device Purpose]. As part of our ongoing commitment to quality and compliance, these changes are aimed at improving performance and ensuring safety.

Summary of Changes:

- **Specification Change:** [Detail of the change]
- **Reason for Change:** [Reason]
- **Effective Date:** [Effective Date]

We believe these changes will enhance the overall functionality of the device and are in compliance with the latest industry standards. Attached to this letter, you will find a detailed report outlining the modifications and a revised specification sheet.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]