

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Compliance Media Update Instruction

Dear [Recipient's Name],

We are writing to provide you with important instructions regarding the recent updates to our compliance media materials. Please follow the steps outlined below to ensure full compliance and consistency across all channels:

1. Review the attached updated media materials thoroughly.
2. Ensure that any outgoing communications reflect these updates.
3. Implement changes by [Insert Deadline].
4. Confirm compliance by submitting a signed acknowledgment form by [Insert Confirmation Deadline].

If you have any questions or require further assistance, please do not hesitate to reach out to me directly at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]