

Dear [Association Members/Name],

We hope this message finds you well. We would like to inform you about upcoming adjustments to our policies that will take effect on [effective date]. These changes are aimed at enhancing our association's effectiveness and better serving our members.

Key Changes Include:

- [Policy Change 1: Brief Description]
- [Policy Change 2: Brief Description]
- [Policy Change 3: Brief Description]

We understand that changes may raise questions or concerns, and we are committed to maintaining open lines of communication. Please feel free to reach out to us at [contact information] should you need any clarification.

We appreciate your understanding and support as we implement these adjustments for the benefit of our association.

Thank you,

[Your Name]
[Your Position]
[Association Name]