

MEMORANDUM

To: All Members

From: [Your Name], [Your Position]

Date: [Insert Date]

Subject: Changes to Association Policies

Dear Members,

We would like to inform you of important updates to the association's policies that will take effect on [Effective Date]. These changes have been made to enhance our operations and better serve our members.

Summary of Changes:

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

Please review the full details of these changes attached to this memo. We encourage all members to familiarize themselves with the new policies and reach out with any questions or concerns.

Thank you for your attention to this matter and your continued support of our association.

Sincerely,

[Your Name]

[Your Position]