

Notification of Changes in Online Resource Access

Dear [Recipient's Name],

We are writing to inform you that there will be changes to your access to our online resources.

Effective [Effective Date], the following updates will take place:

- Resource: [Resource Name] - Access permissions will be modified to [New Access Level].
- Reason for Change: [Reason for Change]

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]