

# Plan Alteration Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a proposed alteration to our existing plan. The details of the changes are as follows:

## Proposed Changes:

- [Describe Change 1]
- [Describe Change 2]
- [Describe Change 3]

We believe these changes are necessary due to [reason for changes]. We are committed to keeping you informed and will ensure that all necessary measures are taken to minimize any inconvenience.

Please feel free to reach out to us if you have any questions or require further clarification. Your feedback is important to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]