

# Notice of Altered Sales Policy

Date: [Insert Date]

Dear [Customer/Team/Stakeholder],

We hope this message finds you well. We are writing to inform you of updates to our sales policy that will take effect on [Effective Date]. These changes are vital in ensuring we continue to meet the needs of our customers and maintain our commitment to excellence.

## Key Changes:

- **Return Policy:** [Insert details about changes to the return policy]
- **Payment Terms:** [Insert details about changes to payment terms]
- **Discount Structure:** [Insert details about changes to the discount structure]

We understand that changes can raise questions. If you have any inquiries regarding these alterations, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]