

Notification of Changes in Sales Procedures

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Changes in Sales Procedures

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of some important changes to our sales procedures that will take effect on [Insert Effective Date]. These changes are designed to enhance our efficiency and improve our customer service.

Overview of Changes:

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

We believe these adjustments will streamline our sales process and provide a better experience for our clients. Please review the attached documents that detail these changes and feel free to reach out with any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]