

# Notice of Modification to Sales Policy

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

We are writing to inform you of some modifications to our sales policy that will take effect on [effective date]. These changes have been implemented in order to enhance our services and improve customer satisfaction.

## Key Modifications:

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

We believe these adjustments will benefit our clients and streamline our operations. We appreciate your understanding and cooperation during this transition.

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company]