

Notice of Sales Policy Change

Date: [Insert Date]

To: [Customer Name/Company Name]

From: [Your Company Name]

Subject: Important Update on Sales Policy

Dear [Customer Name],

We are writing to inform you of an important change to our sales policy that will take effect on [Effective Date]. This change is part of our continued commitment to providing you with the best possible service and products.

Key changes include:

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

We believe these changes will enhance your experience with our company. Please feel free to reach out to us at [Contact Information] if you have any questions or require further clarification.

Thank you for your ongoing support and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]