

Announcement of Revised Sales Policy

Dear [Team/Customers/Stakeholders],

We are writing to inform you of our updated sales policy, effective [date]. These changes are designed to enhance our service delivery and improve customer satisfaction.

Key Changes:

- Introduction of a new pricing structure
- Updated return and exchange policy
- Streamlined order processing procedures
- Enhanced communication channels for feedback

We believe that these adjustments will better align our offerings with your needs and expectations. A detailed document outlining the revised policy is attached for your review.

If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]