

Notification of Sales Policy Adjustment

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you of an adjustment to our sales policy that will be effective as of [Effective Date].

This adjustment is aimed at enhancing our service offerings and ensuring that we continue to meet your needs effectively. The key changes are as follows:

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

We appreciate your understanding and continued partnership as we implement these changes. If you have any questions or need further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Company]