

# Notification of Sales Policy Update

Dear Valued Customer,

We are writing to inform you that there have been updates to our sales policy, effective [Insert Date]. These changes are aimed at enhancing your experience and ensuring clarity in our transactions.

## Key Updates:

- [Update 1: Brief Description]
- [Update 2: Brief Description]
- [Update 3: Brief Description]

We encourage you to review the updated policy in detail at [Insert Link to Policy]. Your understanding and cooperation are greatly appreciated as we strive to serve you better.

If you have any questions or concerns regarding these changes, please do not hesitate to contact our customer service team at [Insert Contact Information].

Thank you for your continued loyalty.

Sincerely,

[Your Company Name]

[Your Company Contact Information]