

# Important Update: Changes to Our Sales Policy

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing efforts to improve our services and meet the needs of our customers, we have made some important changes to our sales policy.

## Key Changes:

- **New Return Policy:** Customers will now have 30 days to return items instead of 14 days.
- **Payment Options:** We are now accepting additional payment methods, including digital wallets.
- **Discount Structure:** Updated discount tiers based on purchase volume.

These changes will take effect on [Effective Date]. We believe these adjustments will greatly enhance your shopping experience with us.

If you have any questions or need further information, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Company Name]