

Notice of Policy Alteration

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an important update regarding our delivery methods. As part of our ongoing efforts to enhance customer satisfaction and service efficiency, we are implementing a new policy that will take effect on [Insert Effective Date].

The key changes to our delivery methods are as follows:

- **Change 1:** Description of the new delivery method.
- **Change 2:** Any alterations to delivery times.
- **Change 3:** New delivery partners or logistics services.

We are committed to providing you with the best possible service, and we believe that these changes will streamline our delivery process and improve your overall experience.

If you have any questions or concerns regarding this policy alteration, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]