

Important Update on Tax Exemption Changes

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Business Name]

Subject: Update on Small Business Tax Exemption Changes

Dear [Recipient's Name],

We are writing to inform you of recent changes regarding small business tax exemptions that may impact your business operations. As of [Effective Date], the following modifications will be in effect:

- **Change 1:** [Brief description of the change]
- **Change 2:** [Brief description of the change]
- **Change 3:** [Brief description of the change]

We highly encourage you to review these changes and assess how they may affect your financial planning for the upcoming fiscal year. For more information, please visit [Link to relevant resources] or contact us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Contact Information]