

Important Update: Changes to Our Business Policy

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an important update to our business policy that will take effect on [Effective Date].

The key changes include:

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

We believe these changes will enhance our service and better meet your needs. Please review the updated policy attached to this email.

For any questions or concerns regarding this update, feel free to contact us at [Contact Information].

Thank you for your continued partnership.

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