

# Letter of Explanation for Policy Modification

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to provide an explanation regarding the recent modifications made to our [specific policy name]. At [Your Company/Organization Name], we are committed to ensuring that our policies reflect our evolving needs and better serve our stakeholders.

The modifications were made for the following reasons:

- [Reason 1]
- [Reason 2]
- [Reason 3]

We believe the new policy will [explain the expected outcomes]. We appreciate your understanding and support as we implement these changes.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]