

Monthly Statement Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you about an important update regarding our monthly statements in light of recent management transitions within our organization.

As we transition to new management, please expect some changes in the format and delivery of your monthly statements. Our team is committed to ensuring a smooth transition and minimal disruption to your experience.

The updated statement will include **details regarding:**

- New contact information for account inquiries
- Changes in reporting schedule
- Enhanced clarity in statement descriptions

We appreciate your understanding and patience during this period of adjustment. Please do not hesitate to reach out if you have any questions or concerns.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]