

# Disclosure of Policy Modifications

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you about important modifications to our agency policies that may affect your services. These changes will take effect on [Effective Date].

## Summary of Modifications:

- [Description of Policy Modification 1]
- [Description of Policy Modification 2]
- [Description of Policy Modification 3]

We believe these changes will enhance our services and improve outcomes for our clients. We encourage you to reach out if you have any questions or need further clarification regarding these modifications.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]

[Agency Contact Information]