

Notification of Policy Revisions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Agency Name]

[Agency Address]

Dear [Recipient's Name],

We are writing to inform you of important revisions to our agency policies that will take effect on [effective date]. These changes reflect our ongoing commitment to providing quality services and ensuring compliance with applicable regulations.

Key revisions include:

- [Brief description of policy revision 1]
- [Brief description of policy revision 2]
- [Brief description of policy revision 3]

Please review the attached document for detailed information on all changes. We encourage you to share this information with your team and reach out if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Agency Name]

[Contact Information]