

# Service Policy Clarification

Date: [Insert Date]

To: [Partner Organization Name]

Address: [Partner Organization Address]

Dear [Partner Contact Name],

We hope this letter finds you well. As part of our ongoing commitment to ensuring clarity and transparency in our collaborative efforts, we would like to take this opportunity to clarify certain aspects of our service policies that pertain to our partnership.

## Service Policy Overview

[Provide a brief overview of the service policy, including key points and objectives.]

## Key Updates and Clarifications

- [Clarification point 1]
- [Clarification point 2]
- [Clarification point 3]

## Next Steps

We encourage you to review the enclosed documents and reach out to us with any questions or concerns. We appreciate your continued support and collaboration in our shared mission to serve the community.

Thank you for your attention to this matter. We look forward to our continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]