

Notice of Policy Change

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name/Your Department]

Subject: Important Update to our Policy

Dear [Recipient's Name],

We are writing to inform you of an important change to our policies that will take effect on [Effective Date]. The purpose of this change is to [briefly explain the reason for the policy change].

Details of the Policy Change:

- **Old Policy:** [Brief description of the old policy]
- **New Policy:** [Brief description of the new policy]
- **Effective Date:** [Insert date]

We believe that this change will [briefly explain the anticipated benefits of the change]. We encourage you to read the updated policy, which can be found at [link or location of the updated policy].

If you have any questions or concerns regarding this policy change, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]