

# Policy Change Notification

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an important change to our policy that will take effect on [Effective Date].

[Briefly describe the policy change, including the reasons for the change and any relevant details.]

We understand that you may have questions regarding this change. Please do not hesitate to reach out to us at [Contact Information]. Our team is here to assist you.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]