

Policy Modification Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

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

The modification is as follows:

- [Detail of the policy change]
- [Additional details or explanations if necessary]

We believe that this change will enhance your experience with us and better serve your needs. Should you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]