

Procedural Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Procedural Change

Dear [Recipient's Name],

We are writing to inform you of an important change to our existing procedures regarding [specific procedure]. This change will take effect on [effective date].

The key details of the procedural change are as follows:

- **Current Procedure:** [Brief description of the current procedure]
- **New Procedure:** [Brief description of the new procedure]
- **Reason for Change:** [Explanation of why the change is being made]
- **Impact on [Stakeholders/Employees]:** [Details on how it affects the recipients]

We believe this change will enhance [explain the benefit of the change]. We appreciate your understanding and cooperation during this transition.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]