

Modified Evaluation Standards Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of the recent modifications to our evaluation standards that have been implemented as of [Effective Date]. These changes aim to enhance the assessment process and better support our [students/employees/team members].

The key modifications are as follows:

- **Standard 1:** [Description of modified standard]
- **Standard 2:** [Description of modified standard]
- **Standard 3:** [Description of modified standard]

We believe that these adjustments will provide a more accurate reflection of [performance/skills/abilities]. If you have any questions or need further clarification regarding these changes, please do not hesitate to reach out.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]