

Letter of Adjustment to Software Usage Protocols

[Your Name]
[Your Position]
[Your Company]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]

Dear [Recipient Name],

I hope this message finds you well. This letter is to inform you of recent adjustments to our software usage protocols that will take effect on [effective date].

The adjustments include the following key changes:

- Change 1: [Description of Change 1]
- Change 2: [Description of Change 2]
- Change 3: [Description of Change 3]

These changes are aimed at improving our workflow, enhancing security, and ensuring compliance with industry standards. Please review the updated protocols attached to this letter and implement them accordingly.

If you have any questions or require further clarification, please do not hesitate to reach out to me directly at [Your Email] or [Your Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]