

# Revised Software Usage Standards

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revised Software Usage Standards

Dear [Recipient's Name],

We are writing to inform you of the revised software usage standards that will take effect on [Effective Date]. These standards are designed to ensure the effective and secure use of software within our organization.

## Key Changes:

- All software must be approved by the IT department before installation.
- Use of personal software on company devices is strictly prohibited.
- Regular training sessions will be held to keep staff updated on software best practices.

We appreciate your cooperation in adhering to these revised standards. If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]