

Date: [Insert Date]

To: [Employee/Team Name]

From: [Your Name/Department]

Subject: Revision of Software Policy

Dear [Employee/Team Name],

We would like to inform you that there has been a revision to our software policy, effective [insert effective date]. This update aims to enhance our security measures and improve operational efficiency.

The key changes include:

- [Change 1]
- [Change 2]
- [Change 3]

For a detailed overview, please refer to the updated policy document attached to this email.

If you have any questions or need further clarification, please feel free to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]