

# Notification of Policy Preference Change

Dear [Recipient's Name],

We are writing to inform you of a recent change in our policy preferences that may affect your account with us. Effective [Effective Date], the following changes will take place:

- **Policy Preference 1:** [Description of changes]
- **Policy Preference 2:** [Description of changes]
- **Policy Preference 3:** [Description of changes]

If you have any questions or concerns regarding these changes, please do not hesitate to contact us at [Contact Information]. We value your feedback and are here to assist you.

Thank you for your attention to this matter.

Sincerely,

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