

# Logistics Policy Revision Notification

Dear Team,

We are writing to inform you of an upcoming revision to our logistics policy, which will take effect on **[Effective Date]**. This revision aims to enhance our operational efficiency and ensure compliance with industry standards.

Key changes include:

- **[Change 1]:** [Brief description]
- **[Change 2]:** [Brief description]
- **[Change 3]:** [Brief description]

Please review the updated policy document attached to this email and familiarize yourself with the new guidelines. A meeting will be held on **[Meeting Date]** to discuss these changes and address any questions you may have.

Thank you for your attention and adherence to these new policies.

Best Regards,  
**[Your Name]**  
**[Your Position]**  
**[Company Name]**  
**[Contact Information]**