

Notification of Cybersecurity Policy Amendment

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Amendment to Cybersecurity Policy

Dear [Recipient Name],

We are writing to inform you of an important amendment to our Cybersecurity Policy aimed at enhancing the protection of our digital assets and sensitive information.

Effective [Insert Effective Date], the following changes will be implemented:

- [Describe Amendment 1]
- [Describe Amendment 2]
- [Describe Amendment 3]

We believe these enhancements will significantly bolster our cybersecurity posture. We encourage you to review the updated policy, which can be found at [Insert Link to Policy].

If you have any questions or require further clarification, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]