

# Reminder: Implementation of Password Policy Changes

Dear [Recipient's Name],

This is a friendly reminder regarding the upcoming changes to our password policy that will take effect on [Effective Date]. It is essential to review and adapt to these changes to ensure the security of our systems and data.

- Passwords must be at least [Minimum Length] characters long.
- Passwords should contain a mix of uppercase, lowercase, numbers, and special characters.
- Passwords should be changed every [Time Period].
- MFA (Multi-Factor Authentication) must be enabled for all accounts.

Please take the necessary steps to comply with the new policy by the deadline mentioned above. If you have any questions or require assistance, feel free to reach out to [Support Contact Information].

Thank you for your attention to this matter.

Sincerely,

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