

Subject: Update on Organizational Password Standards

Dear Team,

We are writing to inform you of an important update to our organization's password standards. Effective immediately, the following changes will be implemented to enhance our security measures:

- All passwords must now contain a minimum of 12 characters.
- Passwords should include a combination of uppercase and lowercase letters, numbers, and special characters.
- Password expiration period will be reduced to 90 days.
- Two-factor authentication is now mandatory for all access to sensitive information.

We encourage everyone to review and update their passwords accordingly to comply with these new standards. If you have any questions, please do not hesitate to reach out to the IT Security team.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Organization Name]