

Reminder: Tech Policy Adjustment

Dear [Recipient's Name],

We hope this message finds you well. This is a friendly reminder regarding the upcoming adjustments to our technology policy that will take effect on [Effective Date].

Please review the following key points:

- Policy Change 1: [Brief Description]
- Policy Change 2: [Brief Description]
- Policy Change 3: [Brief Description]

We encourage you to familiarize yourself with these changes to ensure a smooth transition.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Company]