

Notice of Civil Rights Policy Revision

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Your Organization Name]

Subject: Notification of Policy Revision

Dear [Recipient Name],

We are writing to inform you of important revisions to our Civil Rights Policy, effective [Insert Effective Date]. These updates reflect our ongoing commitment to promoting equality, diversity, and inclusion within our organization.

The revised policy outlines the following key changes:

- Clarification of our non-discrimination protocols.
- Enhanced procedures for reporting incidents of discrimination or harassment.
- Updated training requirements for all employees regarding civil rights issues.

We encourage you to review the complete policy, which will be available on our website at [Insert URL], or contact us at [Insert Contact Information] for further details.

Thank you for your attention to this important matter as we strive to maintain a respectful and inclusive environment for all.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]