

Financial Policy Amendment Notice

Date: [Insert Date]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an amendment to our financial policy that will be effective as of [Effective Date]. This change has been made to [briefly explain the reason for the amendment, e.g., comply with new regulations, enhance service, etc.].

The key changes to the financial policy are as follows:

- [Change 1: Brief description]
- [Change 2: Brief description]
- [Change 3: Brief description]

We encourage you to review the amended policy in detail. The full policy can be accessed on our website at [insert link] or you may contact us directly at [insert contact information] for any questions or clarifications.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company's Name]