

Announcement of Changes to Financial Policy

Date: [Insert Date]

Dear [Employee/Stakeholder Name],

We hope this message finds you well. We are writing to inform you of important changes to our financial policy that will take effect on [Insert Effective Date].

The key changes are as follows:

- Change 1: [Description of change]
- Change 2: [Description of change]
- Change 3: [Description of change]

We believe that these changes will help us achieve [brief explanation of the benefits of the change]. We encourage you to review these changes thoroughly. A detailed document outlining the changes is attached for your reference.

If you have any questions or concerns, please do not hesitate to reach out to [contact person or department] at [contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]