

Financial Policy Change Disclosure

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important change to our financial policy that will take effect on [Effective Date]. This change aims to enhance our financial practices and better serve our stakeholders.

The key changes are as follows:

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

We believe these changes will provide greater transparency and improve our financial management. For more details, please refer to our updated financial policy document attached.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Company Name]