

# Letter of Revisions to Financial Policy

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company/Organization: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of several important revisions to our financial policy that will take effect on [Effective Date]. The following changes have been made to enhance clarity and ensure compliance with current regulations:

- **Section 1: Budget Approvals** - The budget approval process will now require [brief description of changes].
- **Section 2: Expense Reimbursements** - New guidelines for expense reimbursements have been established to [brief description of changes].
- **Section 3: Financial Reporting** - Changes to the frequency and format of financial reporting include [brief description of changes].

We believe these revisions will improve our financial management and accountability. A copy of the updated financial policy is attached for your review. Please feel free to reach out if you have any questions or require further clarification regarding these changes.

Thank you for your attention to these important updates.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]