

Dear Valued Stakeholders,

We hope this message finds you well. We are writing to inform you about an important update to our Revenue Recognition Policy that will take effect on [Effective Date].

As part of our ongoing commitment to transparency and adherence to the latest accounting standards, we have revised our policy to better align with the new guidelines outlined in [Relevant Accounting Standard]. This update aims to provide clearer insights into our revenue streams and enhance the financial reporting process.

Key Changes:

- **Recognition Criteria:** Updated criteria for revenue recognition to ensure compliance with the latest standards.
- **Performance Obligations:** Enhanced clarity on how performance obligations are identified and fulfilled.
- **Disclosure Requirements:** Increased transparency in financial statements regarding revenue sources.

We believe that these changes will improve our financial reporting and provide you with a better understanding of our revenue processes. We encourage you to review the full policy document on our website or reach out to our finance team for any questions you may have.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]