

Advisory for Accounting Policy Update

Dear [Recipient's Name],

We are writing to inform you about an important update to our accounting policies that will take effect on [Effective Date]. This update has been made to ensure compliance with current financial regulations and to enhance our reporting accuracy.

The key changes include:

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

We encourage you to review the updated policies in detail, which can be found in our internal portal [Insert Link if applicable]. If you have any questions or require further clarification, please feel free to reach out to [Contact Person/Department] at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

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