

Operational Change Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name]

Subject: Notification of Operational Change

Dear [Insert Recipient Name],

We are writing to inform you of an important operational change that will take effect on [Insert Effective Date]. This change is aimed at enhancing our efficiency and improving overall service delivery.

The key changes are as follows:

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

We understand that you may have questions or need further clarification regarding these changes. Please feel free to reach out to us at [Insert Contact Information].

Thank you for your understanding and continued support as we implement these changes.

Sincerely,

[Your Name]

[Your Position]

[Your Company]