

Change Notification Letter

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you of an important change/update that is being implemented in compliance with [specific compliance standard or regulation].

The change involves [brief description of the change]. This adjustment will take effect on [effective date], and we believe it will enhance our operations and ensure adherence to industry standards.

We appreciate your attention to this matter and encourage you to reach out if you have any questions or concerns regarding this change. Please feel free to contact us at [contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]