

Notification of Changes to Compliance Policy

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We are writing to inform you of important changes to our compliance policy that will take effect on [Effective Date]. These changes are in response to [reason for changes, e.g., regulatory updates, internal review, etc.].

Summary of Changes:

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

We believe that these updates will enhance our commitment to compliance and improve our overall practices. We encourage you to review the updated policy documents attached to this notification.

If you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]