

Notification of Policy Change

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an important change to the Government Pension Scheme that will take effect from [effective date]. The purpose of this change is to [briefly explain the reason for the policy change].

Key Changes Include:

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

We understand that changes to pension policies can raise questions and concerns. We encourage you to review the details of these changes carefully and reach out to our office if you need any clarification.

For further information, please visit our website at [insert URL] or contact us at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Government Agency Name]