

Important Announcement: Policy Change

Dear Valued Clients,

We hope this message finds you well. We are writing to inform you of an important change to our tax preparation policies that will take effect starting [Effective Date].

As part of our commitment to providing you with the highest level of service, we have updated our policies to better meet your needs. The key changes include:

- Adjustment of our fee structure to ensure transparency and fairness.
- Updated deadlines for document submission to enhance our preparation efficiency.
- Introduction of new client communication protocols for improved responsiveness.

We believe these changes will enable us to serve you better and streamline the tax preparation process. For a detailed overview of the new policies, please visit our website or contact our office directly.

We appreciate your understanding and support as we implement these changes. Thank you for being a valued client.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Contact Information]