

# Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about important updates to our tax policy that will take effect on [Effective Date].

## Key Updates:

- **Update 1:** [Description of Update 1]
- **Update 2:** [Description of Update 2]
- **Update 3:** [Description of Update 3]

## Action Required:

Please review the changes and ensure that you are compliant with the new policy by [Compliance Date].

## Contact Us:

If you have any questions or need further clarification, please feel free to contact us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]