

# Dear [Partner's Name],

We hope this message finds you well. We are writing to inform you about a new policy that will be implemented effective [Effective Date]. This policy aims to enhance our collaboration and ensure that we continue to meet the highest standards in our operations.

The key points of the new policy include:

- [Key Point 1]
- [Key Point 2]
- [Key Point 3]

We believe that these changes will positively impact our partnership and streamline our processes. We encourage you to review the attached document for a comprehensive overview of the new policy.

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

Thank you for your understanding and continued support.

Best regards,

[Your Name]  
[Your Title]  
[Your Company]