

Dear [Employee/Customer Name],

We are writing to inform you of the revised credit card policy that will take effect as of [effective date]. This policy has been updated to enhance our compliance standards, improve financial monitoring, and ensure responsible usage of company-issued credit cards.

Key Changes:

- **Spending Limits:** Updated limits based on current budgetary constraints.
- **Eligible Expenses:** A new list of allowable and non-allowable expenses.
- **Reporting Requirements:** Adjustments to the frequency and format of expense reports.

We encourage you to review the full policy document that can be found [link/location] and familiarize yourself with the changes. Your adherence to these guidelines is crucial for maintaining our financial integrity.

If you have any questions or need further clarification, please do not hesitate to reach out to [contact person] at [contact information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]