

Policy Update Confirmation

Dear [Recipient's Name],

We are writing to inform you that our policy has been updated as of [Update Date]. The changes include:

- [Description of change 1]
- [Description of change 2]
- [Description of change 3]

Please review the updated policy document attached to this email for more detailed information.

If you have any questions or concerns regarding these changes, feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]