

Announcement of Policy Change

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about an important change to our policy that will take effect on [Insert Effective Date]. After careful consideration, we have decided to [briefly describe the change, e.g., "update our return policy to better serve our customers"].

The main points of the new policy are as follows:

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

We believe that this change will [mention the benefits of the change, e.g., "enhance our service and provide more flexibility for our customers"].

If you have any questions or concerns regarding this new policy, please do not hesitate to reach out to us at [Insert Contact Information]. We value your feedback.

Thank you for your understanding and support as we implement this new policy.

Sincerely,

[Your Name]

[Your Position]

[Your Company]