

Policy Change Announcement

Date: [Insert Date]

From: [Your Organization's Name]

To: [Recipient's Name]

Subject: Announcement of Policy Change

Dear [Recipient's Name],

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

The new policy will [briefly describe the policy change]. We believe that this change will [explain the reasons and benefits of the change].

We encourage you to review the new policy details, which are available at [link to the policy document or website]. Should you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [contact information].

Thank you for your attention to this matter and for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Contact Information]