

Notice of Policy Change

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an important change in our policies that will take effect on [Effective Date]. After careful consideration and evaluation, we have decided to implement the following policy shift:

New Policy Details

- [Detail of the new policy]
- [Detail of the new policy]
- [Detail of the new policy]

We believe that this change will [reason for the policy shift]. Should 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.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]