

# Value Change Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to notify you of a change in the value of [specify product, service, or asset] effective [effective date]. The new value is [insert new value].

This change has been made due to [reason for the change, e.g., market conditions, policy adjustments]. We believe that this new valuation will better reflect the current [market conditions/realities].

If you have any questions or require further clarification, please do not hesitate to contact us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]