

# Notice of Unwanted Changes

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about some unwanted changes that have recently occurred regarding [specific subject]. It has come to our attention that [describe the changes, e.g., modifications, cancellations, or new policies].

These changes may have [describe potential impacts on the recipient or organization, e.g., affected your services, caused confusion, etc.]. We understand that this situation is not ideal, and we want to assure you that we are addressing the matter promptly.

Please feel free to reach out to us if you have any questions or require further clarification on this issue. We appreciate your understanding and support as we navigate these changes.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]