

# Acknowledgment of Policy Review Date

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

This letter is to formally acknowledge the review of the [specific policy name] conducted on [insert review date]. We appreciate your efforts in ensuring that the policy remains current and in compliance with applicable regulations.

As part of this review, we have noted the following key changes and updates:

- [Change 1]
- [Change 2]
- [Change 3]

We encourage all team members to familiarize themselves with the updated policy and reach out with any questions or further clarifications.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]