

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of important changes to our revenue recognition policy that will take effect on [Effective Date].

As part of our commitment to maintaining transparency and aligning with best practices, we have updated our revenue recognition policy to better reflect our operational realities and compliance requirements.

Key Changes

- **Change 1:** [Description of the change]
- **Change 2:** [Description of the change]
- **Change 3:** [Description of the change]

We believe that these changes will provide clearer guidance and improve the accuracy of our financial reporting.

If you have any questions or require further clarification regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Position]
[Your Company]