

# Notification of Revenue Recognition Updates

Dear [Recipient's Name],

We are writing to inform you of important updates regarding our revenue recognition policies that may affect your understanding of our financial reporting.

The following changes will take effect on [Effective Date]:

- Update 1: [Brief description of the update]
- Update 2: [Brief description of the update]
- Update 3: [Brief description of the update]

Please review the detailed guidelines attached to this notification. We encourage you to reach out to [Contact Person/Department] if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]