

Dear Board Members,

We hope this message finds you well. We are writing to inform you of a significant change to our organization's policy that will take effect starting [Effective Date].

The decision to implement this change was made after careful consideration and discussion within the executive team, and it aims to enhance our operational effectiveness and align with current industry standards.

Details of the Policy Change:

- **Current Policy:** [Brief description of the current policy]
- **New Policy:** [Brief description of the new policy]
- **Reason for Change:** [Explanation of why the change is necessary]
- **Implementation Plan:** [Information on how the policy change will be implemented]

We encourage you to review the new policy document, which is attached for your reference. Your feedback is valued, and we invite you to share any thoughts you may have.

Thank you for your continued support and commitment to our organization's mission.

Best regards,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]