

# Dear Community Members,

We hope this message finds you well. We are writing to inform you about an important change to our community policy that will take effect on [Effective Date].

## Overview of Policy Change

The new policy focuses on [brief description of the policy change]. Our aim is to [state the purpose of the policy change and its expected impact].

## Key Differences

- [Point 1: Describe the first key difference]
- [Point 2: Describe the second key difference]
- [Point 3: Describe the third key difference]

## Implementation Timeline

The policy will be implemented starting on [Implementation Date]. All community members are expected to adhere to the new guidelines.

## Feedback and Questions

We welcome your feedback and are here to answer any questions you may have regarding this change. Please feel free to reach out to us at [contact information].

Thank you for your attention and understanding as we strive to improve our community.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]