

Policy Change Announcement

Date: [Insert Date]

Dear [Partner's Name],

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

As part of our commitment to [Company's Values/Goals], we have reviewed and updated our policies regarding [Briefly Describe the Policy Change]. This change is aimed at [Explain the Purpose and Benefits of the Change].

The key highlights of the new policy include:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

We believe these changes will enhance our partnership and help us achieve our mutual goals more effectively. We are committed to supporting you through this transition, and your feedback is valuable to us.

Please feel free to reach out if you have any questions or need further clarification regarding the new policy. We appreciate your understanding and continued partnership.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]