

University Directive Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Sender's Name]

Subject: Notification of Change in University Directive

Dear [Recipient's Name],

We are writing to inform you of an important change to the university directive related to [specific directive/topic]. This change will take effect on [effective date].

The key updates are as follows:

- [Change 1]
- [Change 2]
- [Change 3]

We understand that this change may raise questions or require adjustments. Please do not hesitate to reach out to [contact person or office] at [contact information] for further assistance.

Thank you for your attention to this matter.

Sincerely,

[Sender's Name]
[Sender's Title]
[University Name]