

Notification of Operational Policy Change

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an important change to our university's operational policy that will take effect on [Effective Date].

The specific changes are as follows:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

These changes are intended to [explain the reason for the policy change, e.g., improve efficiency, comply with regulations, etc.]. We believe that this will positively impact our [students/faculty/staff/community] and enhance our overall operational effectiveness.

For any questions or further clarification regarding these changes, please do not hesitate to contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[University Name]