

# Notice of Policy Modification

Date: [Insert Date]

To: [Recipient Name]

From: [University Name]

Subject: Modification of University Policy

Dear [Recipient Name],

We wish to inform you that the following modifications have been made to our university policies:

- **Policy Title:** [Insert Policy Title]
- **Effective Date:** [Insert Effective Date]
- **Summary of Changes:** [Briefly explain the changes made to the policy.]

These changes have been put in place after careful consideration and aim to enhance our academic environment. We encourage you to review the updated policy, which can be found at [Insert URL or location].

If you have any questions or concerns regarding this modification, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[University Name]