

Regulatory Change Notification

Date: [Insert Date]

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Position]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you of a recent regulatory change that may impact your operations. Effective [Insert Effective Date], the [Specify Regulatory Body] has implemented [Briefly Describe the Regulation].

This change aims to [Explain Purpose of the Regulation]. As a valued partner, we encourage you to review the new requirements and assess how they may affect your business processes.

For your reference, we have attached [Any Relevant Documents or Links] that provide further details about the regulation.

If you have any questions or require assistance in adapting to these changes, please don't hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]