

# Dear Valued Customers,

We hope this message finds you well. We are writing to inform you about an update to our portion size policy at [Restaurant Name].

As part of our commitment to quality and sustainability, we will be adjusting our portion sizes effective [Effective Date]. This decision stems from our desire to provide a more balanced dining experience while minimizing food waste.

We believe that each dish will continue to deliver the same delicious flavors you've come to love, and this change will allow you to enjoy our meals even more responsibly.

Thank you for your understanding and continued support. We look forward to serving you soon!

Sincerely,

[Your Name]  
[Your Position]  
[Restaurant Name]  
[Contact Information]