

# Dear [Partner's Name],

We hope this message finds you well. We are reaching out to inform you about some important updates to our business partnership policies that will take effect starting [Effective Date].

After careful consideration and review, we have made revisions to the following areas:

- **[Policy 1 Title]:** [Brief description of the change]
- **[Policy 2 Title]:** [Brief description of the change]
- **[Policy 3 Title]:** [Brief description of the change]

We believe these changes will enhance our collaboration and ensure a more streamlined process for our partnership. We encourage you to review the revised policies in detail and share any feedback you may have.

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued partnership and support.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]