

Notification of Internal Policy Changes

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of some important internal policy changes that will impact our business relationship moving forward. As part of our ongoing commitment to improving our processes and maintaining compliance with industry standards, the following changes will take effect as of [Effective Date]:

- **Policy Change 1:** [Description of policy change 1]
- **Policy Change 2:** [Description of policy change 2]
- **Policy Change 3:** [Description of policy change 3]

We believe these changes will enhance our collaboration and lead to improved outcomes for both parties. If you have any questions or require further clarification on any of the changes, please do not hesitate to reach out to us.

Thank you for your continued partnership.

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