

Date: \_\_\_\_\_

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to acknowledge the receipt of your notification regarding the updates to our policy dated [Date of Notification]. We appreciate your efforts to keep us informed.

We have reviewed the proposed changes and will ensure that our team is made aware of the new updates. Should we have any questions or require further clarification, we will not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]