

Confirmation of New Directives

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Confirmation of New Directives

Dear [Recipient Name],

This letter serves as a formal confirmation of the new directives discussed during our recent meeting on [insert date of meeting]. After careful consideration, we have decided to implement the following measures:

- [Directive 1]
- [Directive 2]
- [Directive 3]

We believe these changes will greatly enhance our operations and align with our organizational goals. Please ensure that your team is informed and prepared to follow the new directives starting [insert implementation date].

If you have any questions or require further clarification, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]