

Letter of Revision for Financial Services Industry Guidelines

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to inform you of the proposed revisions to the Financial Services Industry Guidelines. As part of our commitment to maintaining the highest standards of practice and compliance, we continuously review and update our guidelines to reflect the latest industry practices and regulatory requirements.

The key changes proposed include:

- Revision of [specific section or guideline].
- Introduction of [new policies or practices].
- Clarification of [any ambiguous language].

These revisions have been developed to ensure that our practices remain compliant and effective in serving our clients. We welcome any feedback you may have regarding these updates and encourage you to reach out with your thoughts by [feedback deadline].

Thank you for your attention to this important matter. We value your partnership and look forward to your input.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Company Name]
[Your Contact Information]