

Notification of Board Policy Amendment

Date: [Insert Date]

To: [Board Member/Stakeholder Name]

From: [Your Name]

Subject: Amendment to Board Policy

Dear [Board Member/Stakeholder Name],

We wish to inform you of an amendment to the board policy regarding [specific policy area]. Following our recent discussions and reviews, the board has adopted the following changes:

- **Amended Section:** [Specify section]
- **Change Summary:** [Brief description of the amendment]
- **Effective Date:** [Insert effective date]

We encourage you to review the revised policy document attached to this notification. Your understanding and compliance with the updated guidelines are appreciated.

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

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]