

Announcement of Board Policy Revision

Date: [Insert Date]

To: [Insert Recipient Name/Title]

From: [Insert Sender Name/Title]

Subject: Revision of Board Policy

Dear [Recipient Name],

We hope this message finds you well. We would like to inform you that the Board of [Insert Organization Name] has recently completed a review of our existing policies. As a result, several important revisions have been made to enhance our governance and operational efficiency.

The revised policies will take effect on [Insert Effective Date]. Key changes include:

- [Briefly describe key change #1]
- [Briefly describe key change #2]
- [Briefly describe key change #3]

We encourage all members to review the updated policies, which can be accessed at [Insert Link or Location of Policies]. 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 and for your continued commitment to [Insert Organization Name].

Best regards,

[Sender Name]

[Sender Title]

[Insert Organization Name]