

Board Policy Revision Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Board Policy Revision

Dear [Recipient's Name],

We are writing to inform you that the Board of Directors has conducted a review of the current policies and decided to implement revisions to the following policy:

[Policy Title]

Summary of Changes:

- [Brief description of change 1]
- [Brief description of change 2]
- [Brief description of change 3]

The revised policy will take effect on [Effective Date]. A copy of the new policy is attached for your reference.

If you have any questions regarding this revision, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]