

[Company Header/Logo Placeholder]

[Date]

[Recipient Name]

[Recipient Title/Department]

[Organization Name]

**Subject: Notice of Regulatory Compliance Policy Modification**

Dear [Recipient Name],

This letter serves as formal notification regarding updates to our [Policy Name] to ensure continued alignment with recent changes in [Name of Regulation/Act/Law]. These modifications are effective as of [Effective Date].

**Summary of Changes:**

- [Change 1: Describe the specific modification]
- [Change 2: Describe the specific modification]
- [Change 3: Describe the specific modification]

**Reason for Update:**

The policy has been revised to comply with [Specific Regulatory Body or Legal Requirement] regarding [Specific Topic, e.g., Data Privacy, Safety Standards, Financial Reporting].

**Required Actions:**

Please review the updated policy document attached to this letter. All employees and stakeholders are expected to adhere to these new guidelines immediately. [Optional: Please sign and return the acknowledgment form by Date].

Should you have any questions regarding these modifications or how they affect your operations, please contact the Compliance Department at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining our regulatory standards.

Sincerely,

[Signature]

[Sender Name]

[Sender Title]

[Department Name]