[COMPANY NAME]

[ADDRESS]

[CITY, STATE, ZIP CODE]

[DATE]

**Subject: Notification of Upcoming Regulatory Changes**

Dear [Customer’s Name/Valued Stakeholders],

We are writing to inform you about upcoming regulatory changes that may impact [COMPANY NAME] and our [PRODUCTS/SERVICES/BUSINESS OPERATIONS]. These changes, issued by [*regulatory body, e.g., “the Federal Trade Commission,” “state authorities,” etc.*], are set to take effect on [DATE].

**Overview of the Regulatory Changes**

The key changes include:

* [*Brief description of the first regulatory change and its relevance to your business or industry*].
* [*Brief description of the second regulatory change*].

**Impact on Our Business**

These updates will require us to [*adjust specific processes, modify products or services, or revise contractual terms*]. For example:

* [*Detail any significant impacts, e.g., “Service availability may be adjusted,” “Pricing structures will change to remain compliant,” etc.*].

**Impact on You**

As a valued [CUSTOMER/PARTNER/STAKEHOLDER], you may notice [SPECIFIC CHANGES/UPDATES]. Rest assured, we are working diligently to ensure compliance while minimizing any disruption to your experience.

**Next Steps**

We are committed to maintaining transparency and will provide regular updates as we implement the necessary changes. If you have any questions or need further clarification, please reach out to [Name, Title] at [Email Address/Phone Number].

We appreciate your understanding and cooperation as we navigate these regulatory updates together.

Yours sincerely,

……………………………………………………….

[NAME]

[TITLE/POSITION]

[COMPANY NAME]