

[Company Name]
[Department Name]
[Date]

To: [Executive Management / Board of Directors / Relevant Stakeholders]
From: [Your Name/Title]
Subject: Regulatory Change Compliance Risk Advisory: [Name of Regulation]

1. Executive Summary

This advisory outlines the upcoming changes to [Name of Regulation/Statute] issued by [Regulatory Authority]. These changes are scheduled to take effect on [Effective Date] and will impact our [Specific Business Unit/Process].

2. Summary of Regulatory Changes

The primary modifications include:

- [Key Change 1]
- [Key Change 2]
- [Key Change 3]

3. Risk Assessment

Failure to align with these new requirements presents the following risks:

- **Legal/Regulatory:** Potential for fines, sanctions, or loss of operating licenses.
- **Operational:** Necessity to modify existing workflows, software, or documentation.
- **Reputational:** Risk of negative public perception or loss of client trust.
- **Financial:** Estimated costs associated with remediation and non-compliance penalties.

4. Impact Analysis

Our internal review indicates that the following areas are most affected:

- [Process/System A]
- [Process/System B]
- [Policy/Manual C]

5. Recommended Actions

To mitigate identified risks, we recommend the following timeline:

1. [Action Item 1]: Target Completion [Date]
2. [Action Item 2]: Target Completion [Date]
3. [Action Item 3]: Target Completion [Date]

6. Conclusion

Immediate attention is required to ensure full compliance by the effective date. Please review the proposed action plan and provide approval for the allocation of necessary resources.

Sincerely,

[Signature]
[Your Printed Name]
[Your Title]