

Date: [Insert Date]

To: All Employees, Stakeholders, and Business Partners

Subject: ADVISORY: Modification to Sanctions Screening Policy

Dear All,

This letter serves as formal notification regarding essential updates to the Company's Sanctions Screening Policy, effective [Insert Effective Date].

To ensure continued compliance with international trade laws and regulatory requirements, including those issued by [Insert Relevant Authorities, e.g., OFAC, UN, EU], we have modified our screening protocols as follows:

- **Expanded Scope:** [Describe change, e.g., Inclusion of new geographic regions or secondary identifiers].
- **Frequency of Screening:** [Describe change, e.g., Moving from monthly to real-time screening].
- **Reporting Requirements:** [Describe change, e.g., New internal escalation procedures for potential matches].
- **Technology Updates:** [Describe change, e.g., Implementation of new screening software].

These modifications are designed to mitigate financial and legal risks while strengthening our commitment to global ethical standards. All personnel involved in procurement, sales, and onboarding are required to review the full updated policy document attached to this advisory.

Failure to comply with the revised screening procedures may result in regulatory penalties and disciplinary action.

Training sessions regarding these updates will be held on [Insert Date/Time] via [Insert Platform/Location].

Please direct any questions regarding these changes to the Compliance Department at [Insert Email Address] or [Insert Phone Number].

Sincerely,

[Signature]

[Name of Authorized Officer]

[Title, e.g., Chief Compliance Officer]

[Company Name]