

Date: [Insert Date]

To: All Mortgage Operations Staff

From: [Insert Name/Department Name]

Subject: Update to Mortgage Operations Policy: [Insert Policy Name]

Dear Team,

This letter serves as formal notification of an update to our Mortgage Operations Policy regarding [Insert Specific Area, e.g., Underwriting Requirements, Disclosure Timelines, or Appraisal Review].

Policy Effective Date: [Insert 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:

[Insert reason, e.g., Compliance with new federal regulations, streamlining internal workflow, or risk mitigation].

Action Required:

All staff members are required to review the full policy document located in the [Insert Name of Shared Drive or Portal]. Please ensure all loan files initiated after the effective date adhere to these new guidelines. Training sessions will be held on [Insert Date] to address any questions.

Failure to comply with these updated procedures may result in [Insert Consequence, e.g., file delays or disciplinary action].

If you have any questions regarding these changes, please contact your immediate supervisor or the Compliance Department.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]