

[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Address line 1]
[Address line 2]

Subject: Notification of Amendment to the [Year-Year] Strategic Plan

Dear [Recipient Name],

This letter serves as formal notification that [Organization Name] has officially amended its Strategic Plan for the period of [Year] to [Year].

Following a comprehensive review of our current progress and the evolving landscape of our industry, the Board of Directors and Executive Leadership team have identified key areas requiring adjustment to ensure our long-term objectives remain achievable and relevant.

The primary amendments include:

- [Amendment 1: Brief description of change]
- [Amendment 2: Brief description of change]
- [Amendment 3: Brief description of change]

These updates are designed to [briefly state the goal of the amendments, e.g., improve operational efficiency / respond to market shifts / prioritize new initiatives]. Please note that our core mission and values remain unchanged.

The full version of the amended Strategic Plan is available for your review at [Link to Document or Attachment description]. We encourage you to review these changes as they may impact specific departmental goals or upcoming project timelines.

If you have any questions regarding these updates or how they influence your specific area of operations, please contact [Name/Department] at [Email/Phone Number].

Thank you for your continued dedication to our collective goals.

Sincerely,

[Signature]
[Sender Name]
[Sender Title]
[Organization Name]