

General Informational Letter

Subject: Updates on Office Procedures

Dear Team,

I am writing to provide you with the latest updates regarding our office procedures. Effective immediately, all internal reports must be submitted digitally via the new company portal. This will help streamline document tracking and reduce paper usage.

Please review the updated guidelines attached and ensure compliance by the end of the month. If you have any questions or need assistance with the portal, do not hesitate to contact the IT support team.

Thank you for your cooperation.

Best regards,

Management

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