

[Your Name]

[Your Company]

[Your Address]

Subject: Change in terms and conditions of the appointment

Dear Applicant,

With due respect and humble submission, I on behalf of our organization would like to inform all our customers that there is a change in terms and conditions that are offered by our organization for any appointment. As per the new structure, there won't be any appointments that are pre-scheduled by the organization. The organization will now only accept the first 50 appointments that are being requested by applicants in the given slot hours of 9 a.m – 6 p.m.

One customer can order only one selection in a day within the slot hours and more than one request by the same customer would result in the cancellation of all the works by the applicant.

The organization would thereby request all it's an applicant to follow all the norms and conditions that are being newly published for a request of appointment. The organization would also ask all the applicants to request a position within the slot hours so that their work would be taken into consideration, and the organization can schedule their appointment.

I on behalf of the whole organization would like to assure all our applicants that there would be no partiality as of our new terms and conditions are concerned. Hoping for all the co-operation from all our applicants and we promise the same from our side too.

Thanking you.

Yours faithfully

(Name of the sender)