

Notice of Service Changes

Date: [Insert Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about some important changes to our services that will take effect on [Effective Date].

We are committed to transparency and believe it is essential to share the details of these changes with you:

- **Service Change:** [Describe the specific service change]
- **Reason for Change:** [Explain the reason for the change]
- **Impact on Customers:** [Detail how this will affect customers]
- **New Features/Improvements:** [Highlight any new features or improvements]

We understand that changes can be concerning, and we want to assure you that our team's priority is to provide you with the best service possible. If you have any questions or need further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]