

# Continuity of Service Notification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about the steps we are taking to ensure the continuity of services during the upcoming changes at our company. Our commitment to providing high-quality service remains unchanged, and we have implemented measures to guarantee that our operations will continue smoothly.

Details of the Continuity Plan:

- Continuity measures in place
- Contact information for service queries
- Timeline of expected changes

If you have any questions or require further information, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]