

# Service Terms Adjustment Notification

Date: [Insert Date]

To: [Customer Name]

[Customer Address]

Dear [Customer Name],

We hope this message finds you well. We would like to inform you about an adjustment to the terms of service for your account effective [Effective Date].

These changes are made to enhance our services and provide you with the best experience possible. Below are the key adjustments:

- **Adjustment 1:** [Description]
- **Adjustment 2:** [Description]
- **Adjustment 3:** [Description]

We encourage you to review the updated terms in detail on our website [Insert Link]. If you have any questions or concerns regarding these changes, please do not hesitate to contact our customer service team at [Contact Information].

Thank you for your continued trust and support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]