

# Important Update: Change in Service Area

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our service area.

Effective [Effective Date], we will be adjusting our service area to better meet the needs of our customers. This change will enhance our ability to provide improved service and support.

The new service area will include [List of Areas Included]. Unfortunately, this means that we will no longer be able to offer services in [List of Areas No Longer Served]. We understand that this may cause some inconvenience, and we sincerely apologize for any disruption this may cause.

For any questions or further assistance, please do not hesitate to contact us at [Contact Information]. Our team is here to help you during this transition.

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]