

Service Contract Update

Date: [Insert Date]

To: [Client's Name]

From: [Your Company Name]

Subject: Update to Service Contract

Dear [Client's Name],

We hope this message finds you well. We are writing to inform you of an update to your service contract with us, originally signed on [Insert Original Contract Date].

As of [Insert Effective Date], the following changes will take effect:

- [Detail change 1]
- [Detail change 2]
- [Detail change 3]

We believe these updates will better serve your needs and enhance our service delivery. Please review the updated terms and let us know if you have any questions or require further clarification.

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]