

Service Change Notification

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of an important change regarding our service operations. As part of our commitment to enhancing service delivery and efficiency, we will be outsourcing certain functions of our service to [Outsourcing Company Name], effective [Change Effective Date].

This decision has been made after thorough consideration, and we believe it will allow us to focus on our core competencies while still providing you with the high-quality service you have come to expect from us. [Outsourcing Company Name] is a reputable organization with extensive experience in [briefly explain the function being outsourced].

Please be assured that your service will not be disrupted during this transition. Our team will continue to oversee all operations, and you will still be able to reach us through our usual contact methods.

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [Contact Information]. We appreciate your understanding and support during this transition.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]