

Service Extension Notification

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We are pleased to inform you that [Your Company] is extending its services to new regions, effective [Effective Date]. This expansion is a part of our ongoing commitment to providing quality service and support to our valued clients.

The new regions include:

- [Region 1]
- [Region 2]
- [Region 3]

We are excited about the opportunities this expansion brings and are confident it will enhance our ability to serve your needs. Our team is dedicated to ensuring a smooth transition and continued satisfaction.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued support.

Sincerely,
[Your Name]
[Your Position]