

Service Account Transition Notification

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an upcoming transition regarding our Service Account for [Service Name]. Effective [Transition Date], the management and oversight of this account will be transferred to [New Account Holder's Name/Department].

Please find the details of the transition below:

- **Current Account Holder:** [Current Account Holder's Name]
- **New Account Holder:** [New Account Holder's Name]
- **Effective Transition Date:** [Transition Date]

We assure you that this transition will be seamless and our commitment to providing quality service will remain unchanged. If you have any questions or require further information, please do not hesitate to reach out to us.

Thank you for your understanding and continued partnership.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]