

# Service Ownership Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Service Ownership Change

Dear [Recipient's Name],

We are writing to inform you that effective [Effective Date], the ownership of the service [Service Name] will be transferred from [Current Owner] to [New Owner]. This change is part of our ongoing effort to improve service delivery and ensure the best support for our clients.

The new service owner, [New Owner's Name], will be in charge of all aspects related to [Service Name]. You can contact them at [New Owner's Email] or [New Owner's Phone Number] for any inquiries or assistance you may need.

Please rest assured that this change will not impact the quality or reliability of the service you have come to expect. We are committed to making this transition as smooth as possible.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]