

Important Announcement: Change in Delivery Mode

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important change regarding the delivery mode of our services/products.

Effective from [Effective Date], we will be transitioning to [New Delivery Mode, e.g., "digital delivery," "curbside pickup," etc.]. This change is aimed at enhancing your experience and ensuring safety and convenience.

If you have any questions or need assistance regarding this transition, please feel free to reach out to us at [Contact Information]. We appreciate your understanding and support.

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]