

Service Plan Amendment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about an amendment to your service plan which will take effect on [Insert Effective Date]. This amendment is designed to better meet your needs and enhance the services we provide.

Details of the Amendment:

- **Previous Plan:** [Insert Previous Plan Details]
- **New Plan:** [Insert New Plan Details]
- **Reason for Amendment:** [Insert Reason]

If you have any questions or require further clarification regarding this amendment, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your continued trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]