

Notice of Change in Legal Services Provider

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Dear [Vendor Contact Name],

We are writing to inform you that [Your Company Name] has recently made a change to its legal services provider effective [Effective Date]. Moving forward, all legal matters will be handled by [New Legal Services Provider Name].

Please update your records accordingly and direct all future legal correspondence, queries, and documentation to:

[New Legal Services Provider Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

We appreciate your attention to this matter and your continued cooperation. If you have any questions regarding this change, please do not hesitate to reach out.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]