

Notification of Service Term Changes

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of some important changes to the terms of services that you currently receive from us.

Effective [Insert Effective Date], the following changes will be implemented:

- Change 1: [Description of Change]
- Change 2: [Description of Change]
- Change 3: [Description of Change]

We understand that changes to service terms can impact your experience. We encourage you to reach out to us with any questions or concerns regarding this update. You can contact us at [Insert Contact Information].

Thank you for your understanding and for being a valued customer. We appreciate your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]