

Service Adjustment Notification

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Dear [Customer's Name],

We hope this message finds you well. We are writing to inform you about an upcoming adjustment to your service plan with us. This adjustment will take effect on [Effective Date].

Due to [reason for the adjustment], we have made the following changes to your service:

- Current Plan: [Current Plan Name]
- New Plan: [New Plan Name]
- New Monthly Fee: [New Fee Amount]

We remain committed to providing you with exceptional service, and we believe that these adjustments will enhance your experience. If you have any questions or concerns regarding this change, please do not hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]