

Temporary Change in Service Level Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Company]

Dear [Recipient's Name],

We are writing to inform you of a temporary change in our service levels that will take effect from [Start Date] to [End Date]. Due to [reason for the change], we will be adjusting our service delivery as follows:

- Service Level 1: [Description of changes]
- Service Level 2: [Description of changes]
- Service Level 3: [Description of changes]

We understand that this may cause some inconvenience, and we appreciate your understanding during this time. Our team is dedicated to minimizing any disruptions and maintaining our commitment to service quality.

If you have any questions or require further clarification, please do not hesitate to contact me at [Your Email] or [Your Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]