

Service Update Notification

Date: [Insert Date]

Dear [Account Manager's Name],

We hope this message finds you well. We are writing to inform you of an important update regarding our services that may affect your account.

Starting [insert date], we will be implementing the following changes:

- [Update 1: Description]
- [Update 2: Description]
- [Update 3: Description]

We believe these enhancements will greatly benefit your operations and provide a more seamless experience. Our team is committed to ensuring that this transition is smooth and effective.

If you have any questions or concerns, please do not hesitate to reach out to us directly at [Insert Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]