

Service Migration Timeframe Notification

Dear [Vendor Name],

We would like to inform you about the upcoming migration of our services. This transition is crucial for enhancing our operational efficiency and service delivery.

Migration Timeline:

- **Start Date:** [Start Date]
- **End Date:** [End Date]
- **Migration Period:** [Duration]

During this migration, we expect potential disruptions in service. We kindly ask for your cooperation and understanding as we work to ensure a smooth transition.

Please feel free to reach out to us with any questions or concerns regarding this migration.

Thank you for your support.

Best Regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]