

Notification of Change in Government Official Service

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

Email: [Recipient's Email]

Dear [Recipient's Name],

We are writing to inform you of a change in the government official services that may affect your department. Effective [Insert Effective Date], [Insert Summary of Changes].

We appreciate your attention to this matter and your continued cooperation.

Please do not hesitate to reach out should you have any questions or require further information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]