

Dear [Customer's Name],

We hope this message finds you well. We would like to inform you about an important update regarding your service with [Current Provider's Name].

Effective [Switch Date], we will be transitioning your services to [New Provider's Name]. This change is being made to provide you with better service and improved benefits.

Details of the Switch:

- **New Service Provider:** [New Provider's Name]
- **Effective Date:** [Switch Date]
- **New Contact Information:** [New Contact Details]

We understand that transitions can be challenging, and we are here to support you every step of the way. If you have any questions or require assistance, please don't hesitate to reach out to our customer service team at [Customer Service Phone Number] or [Email Address].

Thank you for your continued trust in us.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]