

# Memo

**Date:** [Insert Date]

**To:** [Recipient's Name/Department]

**From:** [Your Name/Department]

**Subject:** Change of Third-Party Services

Dear [Recipient's Name],

We are writing to inform you about an important change regarding our third-party services. As of [Effective Date], we will be transitioning from [Current Service Provider] to [New Service Provider].

This change is being made to improve [reasons for change; e.g., efficiency, cost-effectiveness, service quality]. We believe that the new service provider will better meet our needs and enhance our overall operations.

Please note the key details of this transition:

- **Effective Date:** [Insert Effective Date]
- **New Service Provider:** [Insert New Service Provider]
- **Contact Information:** [Insert Contact Details for New Provider]

We appreciate your support and cooperation during this transition. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]