

Formal Notice of Change in Business Terms

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to formally notify you of an upcoming change to our business terms, effective [Insert Effective Date]. This change has been made to enhance our service offerings and streamline our operations.

The key changes are as follows:

- Change 1: [Description of Change 1]
- Change 2: [Description of Change 2]
- Change 3: [Description of Change 3]

We appreciate your understanding and cooperation during this transition. Please do not hesitate to reach out if you have any questions or require further clarification regarding these changes.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]