

# Critical Service Update Notification

Dear [Recipient's Name],

We are writing to inform you of a critical update regarding our services that may affect you. On [Date], we will be implementing [brief description of the update]. This change is necessary to [reason for the update].

Impact:

- [Detail 1]
- [Detail 2]
- [Detail 3]

We appreciate your understanding and patience during this transition. If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]