

Swift Service Advisory

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to inform you about an important advisory regarding our swift services. Due to [reason for advisory], there will be [description of the impact on services, changes, or instructions].

We understand that this may cause inconvenience, and we are committed to providing you with the highest level of service. Our team is available to assist you with any questions or concerns you may have.

Please feel free to reach out to us at [Contact Information]. We appreciate your understanding and cooperation.

Thank you for choosing our services.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Company Contact Information]