

Important Service Update

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming change to our services that requires your immediate attention.

Effective [Start Date], we will be implementing [brief description of the change or service]. This change is designed to [brief explanation of the reason for the change].

Please ensure that you take the necessary steps to [any actions the recipient needs to take, if applicable]. It is crucial that these actions are completed by [specific deadline].

If you have any questions or need further assistance, please do not hesitate to contact us at [contact information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]