

Service Adjustment Announcement

Date: [Insert Date]

Dear [Customer Name],

We hope this message finds you well. We are writing to inform you about an important adjustment to our services that will take effect on [Effective Date]. This change is part of our ongoing commitment to provide you with the best possible experience.

The following adjustments will be made:

- [Description of Service Adjustment 1]
- [Description of Service Adjustment 2]
- [Description of Service Adjustment 3]

We understand that changes can be inconvenient, and we are here to assist you during this transition. If you have any questions or require further information, please feel free to reach out to our customer service team at [Customer Service Contact Information].

Thank you for your understanding and continued support.

Sincerely,

[Your Company Name]

[Your Name]

[Your Job Title]