

# Service Alteration Notice

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are writing to inform you of an important change to our services that will take effect on [Effective Date]. As part of our commitment to providing you with the best possible service, we are altering [Description of Service/Feature].

The changes will include:

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

We understand that alterations to our service may have an impact on you, and we are here to assist you during this transition. Should you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]