

# Service Handover Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Service Handover

Dear [Recipient's Name],

I hope this message finds you well.

This letter serves to formally notify you of the handover of [specify service] that will take effect on [insert effective date].

The handover will involve the transfer of responsibilities from [Current Service Provider/Person] to [New Service Provider/Person].

Please find below the details of the handover:

- **Current Service Provider:** [Current Provider]
- **New Service Provider:** [New Provider]
- **Effective Date:** [Insert Date]
- **Transition Plan:** [Brief Description of Transition Plan]

Should you have any queries or require further assistance during this transition, please feel free to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]