Service Responsibility Change Notification
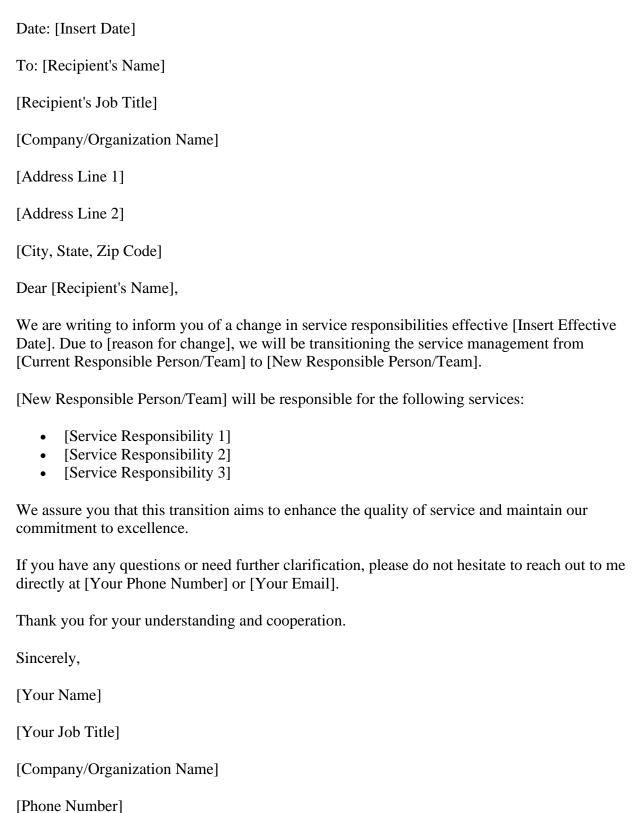
Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Job Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to inform you of a change in service responsibilities effective [Insert Effective Date]. Due to [reason for change], we will be transitioning the service management from [Current Responsible Person/Team] to [New Responsible Person/Team].

[New Responsible Person/Team] will be responsible for the following services:

- [Service Responsibility 1]
- [Service Responsibility 2]
- [Service Responsibility 3]

We assure you that this transition aims to enhance the quality of service and maintain our commitment to excellence.

If you have any questions or need further clarification, please do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company/Organization Name]

[Phone Number]

[Email Address]