

Service Takeover Advisory

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you of an upcoming transition in the service management of [Service Name]. Effective [Effective Date], [New Service Provider's Name] will take over the management of [specific services or accounts].

This change is aimed at enhancing our service delivery and ensuring that you receive the best possible support moving forward. [New Service Provider's Name] has a proven track record of excellence and is committed to maintaining the high standards you have come to expect.

We assure you that this transition will be seamless and that there will be no interruption in service. Your new point of contact will be [Contact Name] who can be reached at [Contact Information].

We appreciate your understanding and support during this transition. If you have any questions or concerns, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]