

# Service Level Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of an upcoming adjustment to our service levels that will take effect on [Effective Date]. This adjustment is aimed at enhancing our service delivery and ensuring we meet your evolving needs.

The key changes to the service levels include:

- [Detail of Adjustment 1]
- [Detail of Adjustment 2]
- [Detail of Adjustment 3]

We believe that these adjustments will benefit you by [explain benefits briefly]. Our team is committed to ensuring a smooth transition and will be available to address any questions or concerns you may have regarding these changes.

Thank you for your continued partnership. We appreciate your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]