

Passive Service Participation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a notification that you are a passive participant in our service program. As a passive participant, you are entitled to receive updates and benefits associated with the program without any active involvement.

We value your participation and wanted to inform you that all necessary information regarding your benefits and program updates will be communicated via email or postal service. If you wish to increase your level of participation, please feel free to contact us.

Thank you for being part of our program. If you have any questions or concerns, do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]