

Subject: Notification of Modified Service Options

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about some modifications to our service options that we believe will better meet your needs.

Starting from [Effective Date], we will be offering the following modified services:

- Option 1: [Brief description of option 1]
- Option 2: [Brief description of option 2]
- Option 3: [Brief description of option 3]

We are committed to providing you with the highest level of service. If you have any questions or would like to discuss these options further, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]