

Advisory for Service Provider Transition

Date: [Insert Date]

To: [Service Provider's Name]

[Service Provider's Address]

Dear [Service Provider's Name],

We are writing to inform you of an upcoming transition in our service provider arrangements. As part of our ongoing efforts to improve our services, we have decided to move to a new service provider, effective [Insert Transition Date].

This decision was made after careful consideration and evaluation of our current and future needs. We appreciate the support you have provided us during our time together and want to ensure a smooth transition for all parties involved.

We kindly ask you to assist in this transition process by [insert any specific actions required from the current service provider, e.g., providing final reports, conducting knowledge transfer sessions, etc.]. We believe that with your cooperation, we can ensure minimal disruption to our operations.

If you have any questions or require further clarification regarding this transition, please do not hesitate to reach out to us at [Insert Contact Information]. We value your understanding and support during this time.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[Your Contact Information]