

Disclosure Letter for Service Provider Replacement

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally disclose the decision to replace our current service provider, [Current Service Provider's Name], with [New Service Provider's Name]. This change will take effect on [Effective Date].

The decision was made after careful consideration of various factors, including [mention reasons such as performance, pricing, service quality, etc.]. We believe this transition will better meet our needs and enhance our overall service delivery.

Please note that we are committed to ensuring a smooth transition and will work closely with both the current and new service providers to facilitate this change. All relevant parties will be kept informed throughout the process.

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]