

# Formal Notice of Service Provider Alteration

Date: [Insert Date]

To: [Service Provider Name]

[Service Provider Address]

Dear [Service Provider Contact Name],

We are writing to formally notify you about an alteration in our service agreement originally signed on [Insert Date of Original Agreement]. We appreciate the services you have provided thus far, and after careful consideration, we have decided to implement some changes to our existing contract.

The changes are as follows:

- Service Modification: [Detail the specific service modification]
- Effective Date of Change: [Insert Effective Date]
- Altered Terms and Conditions: [Briefly list any new terms or conditions]

We would appreciate your acknowledgment of these changes and any required adjustments to continue our collaboration smoothly. Please respond by [Insert Response Deadline] to confirm your receipt of this notice.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Information]