

Notification of New Service Provider Engagement

Date: [Insert Date]

Dear [Recipient Name],

We are pleased to inform you that we have engaged a new service provider, [Service Provider Name], to enhance our operations and deliver improved services to our valued clients.

The engagement of [Service Provider Name] will take effect from [Effective Date]. This partnership aims to provide you with [briefly describe the benefits or services offered by the new provider].

For any questions or further information regarding this change, please feel free to reach out to us at [Contact Information]. We appreciate your understanding and support as we continue to improve our services.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your Contact Information]