

Notice of Service Provider Change

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an important change regarding your service provider for [specific service]. Effective [effective date], [New Service Provider's Name] will take over as your new service provider.

This change is part of our ongoing efforts to enhance our service offerings and provide you with the best possible experience. [New Service Provider's Name] has a proven track record in [briefly mention their expertise or reputation], and we are confident that you will benefit from their services.

Rest assured, there will be no interruption to your service during this transition. We are committed to making this change as smooth as possible for you. **All terms and conditions of your current service agreement will remain unchanged.**

If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [your contact information].

Thank you for your understanding and continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]