

Transition Notice

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you of our decision to transition from our current service provider, [Current Service Provider's Name], to a new service provider, [New Service Provider's Name]. This change will take effect on [Effective Date].

We appreciate the services provided by [Current Service Provider's Name] and value the relationship we have built. This decision has not been made lightly and is part of our ongoing efforts to enhance our operations.

We aim to ensure a smooth transition and have coordinated with both service providers to manage this process effectively. Our team will be in touch with you to provide any necessary information and answer any questions you may have during this transition.

Thank you for your understanding and support during this change. We look forward to continuing our collaborations with [New Service Provider's Name].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]