

[Your Company Name]
[Your Company Address]
[Date]

[Service Provider Name]
[Service Provider Address]

Subject: Notice of Change of Management

Dear [Contact Person Name or Account Manager],

This letter is to formally notify you of a change in management at [Your Company Name], effective as of [Effective Date].

Please be advised that [New Manager Name] has been appointed as the new [Job Title] and will now be the primary point of contact for our account regarding [Type of Service, e.g., IT services, maintenance, cleaning].

The contact details for [New Manager Name] are as follows:

- Email: [Email Address]
- Phone: [Phone Number]

While our internal management structure has changed, our contractual agreement with [Service Provider Name] remains in effect. We expect all services to continue without interruption. Please update your records accordingly to ensure all future correspondence, invoices, and reports are directed to the new management.

If you have any questions regarding this transition, please feel free to contact us.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]