

[Your Company Name]
[Street Address]
[City, State, Zip Code]
[Date]

RE: Notice of Change in Internet and Telecommunications Service Provider

Dear [Client/Tenant/Employee Name],

This letter is to formally notify you that we will be transitioning our internet and telecommunications services to a new provider. This change is part of our ongoing effort to improve connectivity speeds and service reliability.

Transition Details:

- **New Provider:** [New Provider Name]
- **Scheduled Switchover Date:** [Date]
- **Estimated Downtime:** [Start Time] to [End Time]

What to Expect:

During the scheduled switchover window, there may be a temporary interruption to internet access, Wi-Fi connectivity, and landline telephone services. We recommend saving all cloud-based work prior to the start time.

Action Required:

[Insert specific instructions, e.g., "Please restart your router after the switchover" or "No action is required on your part."]

If you experience any connectivity issues following the completion of this transition, please contact our support team at [Phone Number] or [Email Address].

Thank you for your patience and cooperation during this upgrade.

Sincerely,

[Your Name]
[Your Title]
[Company Name]