

[Your Name]  
[Your Title]  
[Your Company]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Effective Date Transition

We are writing to inform you about an important transition regarding [brief description of the subject, e.g., changes in our services, updates to policies, etc.].

Effective [Effective Date], the following changes will take place:

1. [Detail of change 1]
2. [Detail of change 2]
3. [Detail of change 3]

We believe that these changes will [mention any benefits or improvements]. We appreciate your understanding and support during this transition.

Should you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title]