

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Mobile Network Transfer

Dear [Recipient's Name],

We hereby inform you of the upcoming transfer of our mobile network services from [Current Provider] to [New Provider]. This transition will take place on [Transfer Date].

Details of the Transfer:

- ****Current Provider****: [Current Provider Name]
- ****New Provider****: [New Provider Name]
- ****Transfer Date****: [Transfer Date]
- ****Services Affected****: [List of Services]

We assure you that this transfer will not compromise the quality of service, and we are committed to making the transition as smooth as possible for all users.

Should you have any questions or require additional information, please feel free to contact us at [Your Contact Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]