

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company/Organization]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Document Transition Notification

I hope this message finds you well.

I am writing to formally notify you about the upcoming transition of [specific documents or processes] from [current system or person] to [new system or person]. This transition is scheduled for [date], and we aim to ensure a seamless handover with minimal disruption.

In preparation for the transition, we will be undertaking the following steps:

1. [Step 1: Description]
2. [Step 2: Description]
3. [Step 3: Description]

We kindly ask for your cooperation during this transition period. Please feel free to reach out if you have any questions or require additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]