

LETTER ANNOUNCING NEW SERVICE

[DATE]

[CUSTOMER'S NAME]

[STREET ADDRESS]

[NAME OF CITY]

[NAME OF STATE/NAME OF PROVINCE]

[ZIP CODE/POSTAL CODE]

Dear [MR./MRS./MS. CUSTOMER'S NAME],

Good day!

We would like to inform you that [NAME OF YOUR COMPANY] has recently upgraded some of its services for the convenience of all our valued customers, like you.

The company previously utilized some services that takes more time and effort necessary. With this, [COMPANY'S NAME] has decided to improve its overall features to provide you with a more efficient service. So on [DATE], the company will officially launch the [SPECIFY: i.e. "New Payment Plan", "New Hotline service center",] which will [DESCRIBE NEW SERVICE].

[[FOR REFERENCE ONLY:

"Starting on June 9, 2019, Lexor's Telecommunications group will now change its payment method and will no longer be accepting checks from the following banks: Mayo Bank, Ttuce Bank, Bankonings Bank due to an expiration of the agreement made between the company and the banks listed. As such, the company has decided to only accept bill payments via online transaction at LavaBank. The account details will be provided on the next page"]]

We hope that these changes will enhance your overall experience as a customer of [COMPANY'S NAME]. If you wish, you may visit in any one of our store branches for a free demonstration on how the new service works, or call us in one of my customer hotline services at [CONTACT NUMBER].

We look forward to hearing your feedback on this new service.

Thank you and have a good day.

Sincerely,

[YOUR NAME]

[TITLE/POSITION]

[NAME OF COMPANY]

[CONTACT NUMBER]

[EMAIL ADDRESS]