

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

Dear [Recipient Name],

Subject: Notice of Changes to eHub

We are writing to inform you of important changes to our eHub platform that will take effect on [Effective Date]. These updates are designed to enhance your user experience and improve functionality.

Key Changes Include:

1. [Change 1 - Brief description]
2. [Change 2 - Brief description]
3. [Change 3 - Brief description]

We encourage you to review these changes and reach out if you have any questions or require further assistance. Our support team is available at [Support Email/Phone Number].

Thank you for your continued partnership.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]