```
[Your Company Logo]
[Company Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Address]
[Recipient City, State, Zip Code]
Dear [Recipient Name],
We are excited to present you with an exclusive upgrade offer for your
experience with our [App Name]!
**Upgrade Offer Details:**
- **Current Plan: ** [Current Plan Name]
- **Upgrade To: ** [New Plan Name]
- **Upgrade Price: ** [Discounted Price] (regular price: [Regular Price])
- **Offer Valid Until:** [Expiration Date]
**Benefits of Upgrading:**
- [Benefit 1]
- [Benefit 2]
- [Benefit 3]
To take advantage of this limited-time upgrade offer, please follow these
steps:
1. Open [App Name].
2. Navigate to the 'Upgrade' section in the settings menu.
3. Select [New Plan Name] and complete your purchase.
Thank you for being a valued member of our community! Should you have any
questions or need assistance, feel free to reach out to us at [support
email/phone number].
Best regards,
[Your Name]
```

[Your Position]
[Company Name]