

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Department]

[Company Name]

[Company Address]

Dear [Recipient Name],

Subject: Change Management Notification

We hope this message finds you well. As part of our ongoing efforts to enhance our IT services and support systems, we would like to inform you about an upcoming change in [briefly describe the change, e.g., software upgrade, system migration, policy update].

**\*\*Change Details:\*\***

- **\*\*Change Initiation Date:\*\*** [Start Date]

- **\*\*Expected Completion Date:\*\*** [End Date]

- **\*\*Affected Systems/Processes:\*\*** [List affected systems or processes]

- **\*\*Impact on Users:\*\*** [Briefly describe how this will affect users]

**\*\*Reason for Change:\*\***

[Explain the reason behind the change, e.g., to improve performance, enhance security, etc.]

**\*\*Action Required:\*\***

[Specify any actions users need to take before, during, or after the change]

We understand that changes can present challenges, and we appreciate your patience and cooperation during this transition. Our IT support team will be available to assist you throughout the process and address any concerns you may have.

Thank you for your attention to this matter. Should you have any questions or require further information, please do not hesitate to contact us at [IT department contact information].

Best regards,

[Your Name]

[Your Title]

[IT Department]

[Company Name]

[Phone Number]

[Email Address]