

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of PBX Upgrade

We are writing to inform you that we will be upgrading our PBX system to enhance our communication services and improve overall efficiency. The upgrade is scheduled to take place on [start date] and will be completed by [end date].

During this upgrade, you may experience intermittent service disruptions. We appreciate your patience and understanding as we work to implement these improvements.

If you have any questions or require further assistance, please do not hesitate to reach out to us at [contact number] or [email address].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]