

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Changes to Your QuickBooks Online Account

We are writing to inform you of recent updates made to your QuickBooks Online (QBO) account.

****Account Changes:****

- [List specific changes made (e.g., new features activated, plan changes, billing updates, etc.)]

- [Any action required from the recipient, if applicable]

****Effective Date:****

These changes will take effect on [effective date].

If you have any questions or require further assistance, please do not hesitate to reach out to our support team at [support contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]