

[Your Name]
[Your Title]
[Your Company]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: System Upgrade Notification

I hope this message finds you well.

We are pleased to inform you that [Your Company] will be upgrading our systems to enhance performance and efficiency. This upgrade is scheduled to take place on [specific date], and we anticipate it will take approximately [duration] to complete.

During this time, you may experience [briefly describe any potential impacts on services or operations]. We are committed to minimizing any disruptions and will do our best to ensure a smooth transition.

Please feel free to reach out if you have any questions or need further information regarding this upgrade.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Title]
[Your Company]