

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Announcement of IT System Update

We are pleased to inform you that [Your Company Name] will be implementing an important update to our IT systems designed to enhance our service delivery and improve user experience.

The update will commence on [Start Date] and is expected to be completed by [End Date]. During this period, you may experience [briefly describe any expected disruptions or changes].

We appreciate your understanding and cooperation as we work to ensure a seamless transition. If you have any questions or require further information, please do not hesitate to contact [Contact Person] at [Contact Email] or [Contact Phone Number].

Thank you for your continued support.

Yours sincerely,

[Your Name]

[Your Position]

[Your Company Name]