

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that we will be implementing a software update for [Software Name] on [Date]. This update aims to enhance performance, improve security, and introduce new features that will benefit our users.

Key details of the update are as follows:

- Version: [Version Number]
- Release Date: [Release Date]
- New Features: [Brief List of New Features]
- Expected Downtime: [Duration, if applicable]

Please ensure that all users are notified about this scheduled update and take necessary steps to back up any important data prior to the update.

Our support team will be available to address any questions or concerns during this transition.

Thank you for your attention and support as we strive to improve your experience with [Software Name].

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]