

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of WPS Office Updates

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you about the latest updates and features of WPS Office that may enhance your experience and productivity.

[Brief description of updates/features]

To ensure a smooth transition and to help you get the most out of these new features, we encourage you to check the following resources:

1. [Link to user guide/tutorial]
2. [Link to support page]
3. [Contact information for further assistance]

We appreciate your continued support and look forward to your feedback.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]

[Your Company Website]