

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Important Updates Regarding Your Xero Account

I hope this message finds you well. We are reaching out to provide you with important information regarding your Xero account with us.

As part of our ongoing commitment to improving our service and ensuring that your accounting needs are met efficiently, we would like to inform you of the following updates:

1. ****New Features****: Recently, Xero has launched several new features that can enhance your financial management experience. We encourage you to explore these options and leverage them for better insights into your business.

2. ****Training Sessions****: To help you navigate these new features and maximize your use of Xero, we will be hosting a series of training sessions. Please let us know if you are interested in attending, and we will provide you with the schedule.

3. ****Support Availability****: Our support team is readily available to assist you with any questions or concerns you may have about using Xero. Please feel free to reach out via email or phone at your convenience. We value your partnership and are here to ensure that you get the most out of your Xero experience.

Thank you for choosing [Your Company Name].

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]