

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Notification of Xero Updates

We are writing to inform you of the recent updates to our Xero accounting software that will enhance your experience and streamline your financial processes.

****Update Highlights:****

- [Brief description of update 1]
- [Brief description of update 2]
- [Brief description of update 3]

These updates will be effective from [effective date], and we encourage you to explore the new features to maximize their benefits.

For any questions or assistance regarding these updates, please feel free to contact our support team at [support email/phone number].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]