

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are excited to inform you about an important upgrade for your [Product Name]. In our ongoing effort to enhance user experience and product performance, we are offering an upgrade to the latest XT battery technology.

****Upgrade Details:****

- ****Product:**** [Product Name]
- ****New Battery Model:**** [New XT Battery Model]
- ****Features:**** [List of improved features]
- ****Upgrade Cost:**** [Cost, if any]
- ****Deadline for Upgrade:**** [Date]

To take advantage of this upgrade, please follow the steps below:

1. Visit our website at [Website URL].
2. Navigate to the "Upgrade" section.
3. Enter your product details.
4. Complete the payment process (if applicable).

As a valued customer, your satisfaction is our top priority. If you have any questions or need assistance, please don't hesitate to contact our customer service team at [Contact Information].

Thank you for choosing [Your Company Name]. We look forward to enhancing your experience with our upgraded product!

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]