

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Change Management Notification

We are writing to inform you of upcoming changes related to our Zscaler services that will enhance our operational capabilities and improve security measures.

**\*\*Change Overview:\*\***

- **\*\*Change Title:\*\*** [Title of the Change]

- **\*\*Change Description:\*\*** [Brief description of the change]

- **\*\*Implementation Date:\*\*** [Date of implementation]

- **\*\*Affected Services:\*\*** [List of affected services]

**\*\*Impact Assessment:\*\***

- **\*\*Expected Benefits:\*\*** [List benefits, e.g., improved performance, increased security]

- **\*\*Potential Risks:\*\*** [Identify any potential risks and mitigation strategies]

**\*\*User Action Required:\*\***

- [Instructions for users, if applicable]

**\*\*Support and Assistance:\*\***

For any questions or concerns regarding this change, please do not hesitate to reach out to our support team at [support email/contact number].

We appreciate your understanding and cooperation as we implement these necessary changes.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]