

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of PBX Changes

Dear [Recipient Name],

We are writing to inform you of recent changes to our Private Branch Exchange (PBX) system that will take effect on [effective date]. These updates are intended to enhance our communication services and improve connectivity.

****Summary of Changes:****

- [Change 1: Brief description]
- [Change 2: Brief description]
- [Change 3: Brief description]

Please note that these changes may affect how you interact with our staff and services. We encourage you to review the new procedures and contact us should you have any questions.

For inquiries or further assistance, please reach out to our support team at [support email] or [support phone number].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]