

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of PBX Configuration Change

We are writing to inform you of an upcoming change to our Private Branch Exchange (PBX) configuration, scheduled for [Date of Change]. This modification is part of our ongoing efforts to enhance our telecommunications services and improve overall efficiency.

The key changes include:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

During the transition period, we anticipate minimal disruption; however, there may be brief outages or temporary service interruptions. We appreciate your understanding and patience as we implement these enhancements.

If you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]