

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of PBX Installation

We are pleased to inform you that the installation of the new PBX system at [installation location] is scheduled for [installation date]. This upgrade is part of our ongoing efforts to enhance our communication infrastructure and improve overall efficiency.

The installation will commence at [start time] and is expected to be completed by [end time]. During this time, there may be brief interruptions to the phone service. We appreciate your understanding and cooperation as we work to implement this important upgrade.

If you have any questions or require further information, please feel free to contact us at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]