

[Your Name]
[Your Position]
[Your Company]
[Your Email]
[Your Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]

Dear [Recipient's Name],
Subject: Power BI Updates

I hope this message finds you well.

I am writing to provide an update on the recent enhancements and changes made to our Power BI reports/dashboards. Below are the key updates:

1. ****New Features Added:****
 - [Detail of the feature and its benefits]
2. ****Performance Improvements:****
 - [Details on enhancements in performance metrics]
3. ****User Feedback Implementation:****
 - [Summary of changes made based on user feedback]
4. ****Upcoming Changes:****
 - [Information on any planned updates or features]

If you have any questions or need further clarification on any of these updates, please feel free to reach out.

Best regards,

[Your Name]
[Your Position]
[Your Company]