

[Your Company Letterhead]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Advance Notice of [Event/Change/Update]

We hope this message finds you well. We are writing to inform you in advance about [briefly describe the event/change/update] that will take place on [date].

This change is intended to [explain purpose or reason briefly]. We want to ensure you have ample time to prepare and adjust accordingly.

If you have any questions or need further clarification regarding this update, please do not hesitate to reach out to us at [your contact information].

Thank you for your understanding and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]