

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Upgrade Notification for QNAP Products

We are excited to inform you about an upcoming upgrade to your QNAP products that aims to enhance your experience and improve system performance.

**\*\*Upgrade Details:\*\***

- **\*\*Product Model:\*\*** [Model Name]

- **\*\*Upgrade Version:\*\*** [Version Number]

- **\*\*Scheduled Upgrade Date:\*\*** [Date]

- **\*\*Expected Downtime:\*\*** [Duration/Time Frame]

This upgrade will include features such as:

- [Feature 1]

- [Feature 2]

- [Feature 3]

We recommend that you backup all critical data prior to the upgrade to ensure data integrity. Our support team will be available to assist you with any questions or concerns you may have during this process.

Thank you for your continued trust in QNAP. We look forward to providing you with an even better user experience.

Best Regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Your Company Website]