

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Announcement of xGIS Service

We are excited to announce the launch of our new xGIS service, designed to enhance [briefly describe purpose or benefits of the service]. This service will be available starting [launch date].

The xGIS service offers [list key features and benefits]. This innovation aligns with our commitment to providing cutting-edge solutions that meet the evolving needs of our clients.

We invite you to join us for an introductory webinar on [date and time], where we will provide a comprehensive overview of the xGIS service and answer any questions you may have. Please RSVP by [RSVP date].

Thank you for your continued support. We look forward to assisting you with our new xGIS service.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]