

Dear [Stakeholder's Name],

We are excited to inform you that our association is undergoing a digital upgrade to enhance our services and improve communication with all stakeholders.

This upgrade will include:

- Improved online member portal
- Enhanced data security measures
- New mobile app for easier access to resources

The digital upgrade will take place on [Start Date] and is expected to be completed by [End Date]. During this time, some of our services may be temporarily unavailable. We appreciate your patience and understanding as we work towards providing a better experience for all our members.

If you have any questions or concerns regarding this upgrade, please do not hesitate to reach out to us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Title]

[Association Name]

[Contact Information]