User Acceptance Testing (UAT) Confirmation

Date: **[Insert Date]**

To: **[Recipient Name]**

From: **[Your Name]**

Subject: Confirmation of User Acceptance Testing for Logistics Software Implementation

Dear [Recipient Name],

We are pleased to announce that the User Acceptance Testing (UAT) phase for the logistics software implementation is scheduled to commence on **[Insert Start Date]** and will conclude on **[Insert End Date]**.

The objective of the UAT is to validate that the software meets our business requirements and is ready for deployment. We appreciate your participation and input during this crucial stage of the project.

Please find below the details regarding the UAT:

- **Testing Environment:** [Insert Testing Environment Details]
- **Participants:** [List of Participants]
- **Test Cases:** [Link or Reference to Test Cases]
- **Feedback Submission:** [Instructions on How to Submit Feedback]

We are counting on your feedback to enhance the software functionality and ensure it meets our logistical needs. Should you have any questions, please do not hesitate to reach out.

Thank you for your collaboration.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]
[Your Contact Information]