

# Important Announcement: System Upgrade for Franchisees

Dear [Franchisee Name],

We are excited to announce that we will be upgrading our franchisee management system to provide you with better tools and resources for your business.

The upgrade will take place on [Start Date] and is expected to be completed by [End Date]. During this time, you may experience some temporary interruptions in service. We appreciate your understanding and patience as we work to enhance our system.

The new features will include:

- Improved reporting capabilities
- User-friendly interface
- Enhanced support resources

We believe these changes will significantly improve your experience and help grow your business. If you have any questions or concerns, please do not hesitate to reach out to our support team at [Contact Information].

Thank you for being a valued member of our franchise family.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]