

Dear Valued Customer,

We are excited to inform you that we will be upgrading our customer portal to enhance your experience.

Upgrade Details:

- **Upgrade Date:** [Insert Date]
- **Downtime:** [Insert Downtime Period]
- **New Features:** [List New Features]

During this upgrade, you may experience temporary access issues. We appreciate your understanding and patience as we work to improve our services for you.

If you have any questions or concerns, please do not hesitate to reach out to our support team at [Insert Contact Information].

Thank you for your continued support!

Sincerely,

[Your Company Name]