

# Dear [Distributor's Name],

We are excited to announce a significant upgrade to our product line that will enhance our offerings and provide greater value to our customers.

## Upgrade Details:

- **Product Name:** [Product Name]
- **New Features:** [Brief description of new features]
- **Launch Date:** [Launch Date]
- **Training Sessions:** [Details on training sessions]

## Action Required:

Please update your inventory and be prepared for the transition. We encourage you to familiarize yourself with the new features before the launch date.

## Support:

If you have any questions or require assistance, please do not hesitate to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your continued support and partnership.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]