

Mailbox Upgrade Notification

Dear [User's Name],

We are excited to inform you about the upcoming mailbox upgrade. Please follow the steps below to ensure a smooth transition.

Upgrade Steps:

1. **Backup Your Data:** Before starting the upgrade, please back up your emails and contacts.
2. **Check System Requirements:** Verify that your device is compatible with the new mailbox system.
3. **Access Upgrade Portal:** Go to [Upgrade Portal Link] to begin the upgrade process.
4. **Follow Instructions:** Carefully follow the on-screen instructions to complete the upgrade.
5. **Verify Your Mailbox:** After the upgrade, log in to your mailbox to verify that all data is intact.
6. **Contact Support:** If you encounter any issues, please reach out to our support team at [Support Email].

Thank you for your cooperation. We appreciate your understanding as we improve our services.

Best regards,
[Your Company Name]
[Your Company Contact Information]