

# Notification of Software Upgrade

Dear [Recipient Name],

We are excited to inform you that we will be upgrading our software to enhance your experience and improve overall functionality. The upgrade is scheduled for [Date] at [Time].

During this time, the system will be temporarily unavailable. We anticipate that the upgrade will take approximately [Duration Time].

After the upgrade, you can expect:

- Improved performance
- New features
- Enhanced security measures

Please make sure to save your work and log off before the scheduled upgrade time.

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]