

Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Change in Product Lifecycle Management

Dear [Recipient's Name],

We are writing to inform you of an important change regarding the lifecycle management of [Product Name]. This change will take effect on [Effective Date]. The following updates are being made:

- **Phase Transition:** [Describe the transition between different lifecycle phases]
- **New Features/Improvements:** [Detail any new features or improvements]
- **Discontinuation:** [If applicable, mention any products that will be discontinued]
- **Impact on Current Operations:** [Explain how this change may affect operations]

We believe that these changes will enhance [mention the benefits of the change]. If you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your understanding and support as we implement this change.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]