

Notification of Software Upgrade

Dear [Recipient's Name],

We are excited to inform you that we will be upgrading our logistics software on [Upgrade Date]. This upgrade aims to enhance our services and improve your overall experience.

The upgrade will include:

- Improved interface for easier navigation
- New features for better inventory management
- Enhanced reporting tools

Please ensure that all current operations are completed by [Cut-off Time] on [Cut-off Date] to avoid any disruptions.

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

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Your Company]
[Contact Information]