

Upcoming Software Upgrade Notification

Dear [Recipient's Name],

We are excited to inform you about an upcoming software upgrade scheduled for [date]. This upgrade will bring new features and improvements to enhance your experience.

Upgrade Details:

- **Version:** [New Version Number]
- **Scheduled Date:** [Date]
- **Downtime:** [Estimated Downtime]

New Features:

- [Feature 1]
- [Feature 2]
- [Feature 3]

Please ensure that you save your work and log out of the system before the scheduled upgrades begin. We appreciate your understanding and cooperation.

If you have any questions or concerns, please feel free to reach out to our support team.

Thank you for your attention.

Best Regards,
[Your Name]
[Your Position]
[Your Company]