Notification of Software Platform Changes

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about upcoming changes to our software platform that will enhance your experience and improve overall functionality. Please find the details of the changes below:

Overview of Changes

- Feature Update: [Description of the new feature]
- Performance Enhancement: [Description of performance improvements]
- User Interface Upgrade: [Description of UI changes]

Timeline

The changes will take effect on [Effective Date]. We recommend that you familiarize yourself with the new features and updates before this date.

Support

If you have any questions or need assistance, feel free to contact our support team at [Support Email] or [Support Phone Number].

Thank you for your continued support and understanding.

Sincerely,
[Your Name]
[Your Title]
[Your Company]