

Product Specification Change Notification

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you about recent changes to the specifications of our product, [Product Name], effective [Effective Date]. These changes have been made to improve product quality and performance.

New Specifications:

- **Specification 1:** [New Specification Details]
- **Specification 2:** [New Specification Details]
- **Specification 3:** [New Specification Details]

We believe these changes will enhance your experience with our product. Please update your records accordingly and feel free to reach out if you have any questions or require further information.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]