

# Hardware Product Transition Guidance

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to provide you with important information regarding the transition of our hardware products to the latest version. As part of our commitment to continuous improvement and meeting customer needs, we are excited to announce the following changes:

## Transition Schedule

- End of Life for current products: [Insert Date]
- Launch of new hardware version: [Insert Date]

## Key Features of the New Version

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

## Transition Support

Our team is here to assist you during this transition. We will provide:

- Documentation and user guides
- Customer support hotline: [Insert Contact Number]
- Training sessions on the new hardware

Please feel free to reach out if you have any questions or require further assistance. Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]