

User Acceptance Testing (UAT) Phase Launch

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Launch of User Acceptance Testing (UAT) Phase

Dear [Recipient Name],

We are pleased to announce the launch of the User Acceptance Testing (UAT) phase for the [Project Name] project. This critical phase will begin on [Start Date] and conclude on [End Date].

The UAT phase aims to validate that the designed system meets the business requirements and is ready for deployment. During this time, we request your participation to ensure the system aligns with your expectations.

Please find the key details below:

- **UAT Start Date:** [Start Date]
- **UAT End Date:** [End Date]
- **Testing Environment:** [Environment Details]
- **UAT Coordinator:** [Coordinator Name & Contact]

We encourage you to share your feedback, as it is invaluable for the success of this project. If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your cooperation and support.

Best regards,

[Your Name]

[Your Position]

[Your Company]