

Dear [Customer Name],

We are reaching out to inform you about some recent changes to our customer onboarding procedures that will take effect starting [effective date]. These updates are designed to enhance your experience and streamline the process.

What's Changing

- Introduction of a new online application form for quicker processing.
- Increased support hours for onboarding assistance.
- A dedicated onboarding specialist assigned to each new customer.

We believe these improvements will provide you with a smoother and more efficient onboarding experience. If you have any questions or need further clarification, please don't hesitate to reach out to us at [contact information].

Thank you for your understanding and support.

Sincerely,
[Your Name]
[Your Position]
[Company Name]
[Contact Information]