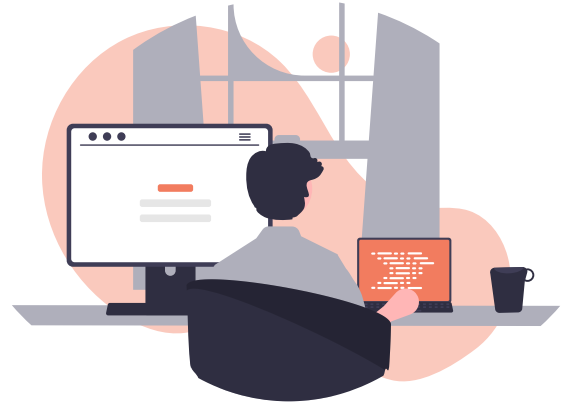


Customer Email Template

Feel free to use the email template below in order to communicate with your customers using your email service. Make sure to update the information located in between the [].



Hello [insert customer name],

In an effort to continually provide value and grow the partnership between [insert customer name] and [your business name], and to ensure that we are equipping you with current technology resources, we will be upgrading your client portal in the coming weeks.

This portal enhancement will include many features that will be carried over from your current portal. There will also be some exciting new features including a modern design and additional tools to support your human resources activities and employee communications.

If you have any immediate questions about this upcoming change, please feel free to contact me [insert your contact information].

I look forward to our continued partnership.

[Insert Your Name]