

Customer Change Notification

Subject: Important Update: Transition to New ERP System and Legal Entity

Dear Valued Customer,

We are excited to announce that our company is undergoing a significant transition as we move to a new ERP system and operate under a new legal entity. This change will improve our services and enhance your experience with us. Here are the important details:

1. ERP System Migration:

- **New System:** We are transitioning from our current ERP system to [New ERP System Name]. This upgrade is designed to streamline our processes and provide better service.
- **Interaction:** Starting [Go-Live Date], you will interact with us through [New ERP System Name]. You will receive instructions and support to help you navigate the new system.

2. Account Manager Contact Information:

- **New Emails:** Our account managers will have new email addresses. Please update your records to use [New Email Domain] for all future communications. We will send you their new contact details soon.

3. Contractual Changes:

- **Legal Entity:** Our contractual agreements will be updated to reflect our new legal entity, [New Legal Entity Name]. This means adjustments will be made to existing contracts, including any change orders or service agreements.
- **Document Changes:** For any updates or modifications to your contractual documents, please contact [Contract Manager's Name] at [Contact Email/Phone].

4. Legal Support:

- **Assistance:** Should you have any questions or need support regarding the legal aspects of this transition, please contact our in-house legal counsel, [Legal Counsel's Name], at [Legal Counsel's Email/Phone].

Key Dates:

- **System Cutover Date:** [Insert Date]
- **New Email Activation Date:** [Insert Date]
- **Effective Date of New Legal Entity:** [Insert Date]

We are committed to making this transition as smooth as possible and will keep you informed with any further updates. Thank you for your continued support and partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]