Hello {Client F\_Name},  
  
In an effort to continually provide value and grow the partnership between {Client\_Name} and {Broker\_Official\_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.  
  
I look forward to serving you.