Dear [Recipient name],

I wanted to share a quick update on how [Agency name] is preparing for the upcoming roll out of OregonBuys added functionality. Starting in June, we’ll use OregonBuys to capture all procurement-related spend activities from start to finish, including creating requests, issuing purchase orders, receiving goods or services, and entering invoices.

I’m helping our agency prepare for the change by collaborating with the DAS project team. Over the next several months, we’ll work together to make decisions and manage the necessary arrangements.

If you’d like to learn more about OregonBuys, please visit this [link to the project website](https://oregonbuys.oregon.gov). In the meantime, feel free to reach out if I can answer questions. You can also contact the DAS OregonBuys project team at oregonbuys.info@das.oregon.gov.

Sincerely,

[Name and contact info]