

Routine Maintenance Announcement

Dear [Recipient's Name],

We hope this message finds you well. This is to inform you that routine maintenance will be conducted on [Maintenance Start Date] from [Start Time] to [End Time].

During this time, [describe affected services or areas]. We apologize for any inconvenience this may cause and appreciate your understanding as we work to maintain our facilities.

If you have any questions or need assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]