

# Scheduled Downtime Announcement

Dear [Team/Users],

We would like to inform you that our system will undergo scheduled maintenance on **[Date]** from **[Start Time]** to **[End Time]**. During this time, the service will be temporarily unavailable.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services. Please plan accordingly and complete any urgent tasks prior to the downtime.

If you have any questions or concerns, please feel free to reach out to [Contact Person/Department].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]