

# Upcoming Maintenance Schedule Announcement

Dear [Recipient's Name],

We would like to inform you that scheduled maintenance will be taking place on [Date(s)] from [Start Time] to [End Time]. During this period, [briefly explain the services affected].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]