

# Subject: Upcoming Infrastructure Upgrade Notification

Dear [Team/Department Name],

We are excited to inform you about an upcoming infrastructure upgrade that will take place on [date]. This upgrade aims to enhance our system performance and improve overall user experience.

The planned improvements include:

- Increased bandwidth and connectivity
- Enhanced security protocols
- Upgraded hardware and software systems

During the upgrade, we expect some temporary disruptions in service between [start time] and [end time]. We appreciate your understanding and patience as we work to provide you with a better infrastructure.

If you have any questions or concerns regarding this upgrade, please do not hesitate to reach out to [contact person or team].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]