

IT Infrastructure Maintenance Alert

Dear Team,

This is to inform you that scheduled maintenance on our IT infrastructure will take place on:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Duration:** Approximately [Insert Duration]

During this maintenance window, the following services may experience interruptions:

- Service 1
- Service 2
- Service 3

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

If you have any questions or concerns, please feel free to reach out to the IT support team.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]