

IT Maintenance Procedure Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Scheduled IT Maintenance Notification

Dear [Recipient Name],

We would like to inform you that a scheduled maintenance procedure will take place on [Insert Date] from [Start Time] to [End Time]. During this time, please be aware that [specific systems/services] will be temporarily unavailable.

The purpose of this maintenance is to [briefly describe the purpose, e.g., improve system performance, apply updates, etc.]. We apologize for any inconvenience this may cause and appreciate your understanding as we work to provide better services.

If you have any questions or require further information, please do not hesitate to contact the IT department at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]