

# Communication Regarding Scheduled IT Maintenance

Dear Team,

We would like to inform you that scheduled IT maintenance will take place on **[Date]** from **[Start Time]** to **[End Time]**. During this period, the following services will be affected:

- Service 1
- Service 2
- Service 3

Please ensure to save your work and log off from the systems before the maintenance begins. Our IT team will be performing necessary updates and improvements to enhance our services.

If you have any questions or concerns, please do not hesitate to reach out to the IT Help Desk at **[Email Address]** or **[Phone Number]**.

Thank you for your understanding and cooperation.

Best regards,

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