IT Software Maintenance Notification

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you about the upcoming maintenance activities for our software application, [Application Name]. Please find the details below:

Maintenance Schedule

Start Date and Time: [Insert Start Date and Time]

End Date and Time: [Insert End Date and Time]

Impact

During this maintenance window, access to [Application Name] will be temporarily unavailable. We recommend that you save your work and log out of the application before the scheduled maintenance starts.

Purpose of Maintenance

The purpose of this maintenance is to [Insert Purpose, e.g., "enhance system performance", "install the latest security patches", etc.].

Contact Information

If you have any questions or concerns, please contact our IT support team at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]