

# IT System Maintenance Notification

Dear [Recipient's Name],

We would like to inform you that our IT team will be performing scheduled maintenance on our systems.

**Date:** [Insert Date]

**Time:** [Insert Start Time] to [Insert End Time]

**Purpose:** [Brief Description of Maintenance Activities]

Please note that during this maintenance window, the following services may be unavailable:

- [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 contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

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