

IT System Upgrade Advisory

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name, Position]

Subject: Upcoming IT System Upgrade Notification

Dear [Recipient's Name],

We are writing to inform you of an upcoming upgrade to our IT systems that will take place on [insert date and time]. This upgrade is essential to enhance our system performance, security, and overall user experience.

Key details of the upgrade:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Downtime Expected:** [Insert Duration]

During the upgrade period, access to the following systems will be temporarily unavailable:

- [System 1]
- [System 2]
- [System 3]

Please plan accordingly and ensure that all necessary work is completed before the scheduled downtime. We appreciate your understanding and cooperation 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 at [Insert Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]