

Notification of IT Service Cutoff

Dear [Recipient's Name],

We are writing to inform you that there will be a scheduled cutoff for IT services on [Date] from [Start Time] to [End Time]. This is necessary to perform essential maintenance and upgrades to our systems.

Please ensure that you save your work and log out of all systems before the cutoff time to avoid any potential data loss.

If you have any questions or concerns, please feel free to reach out to the IT department at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]