

# Notification of Scheduled Downtime

Dear Team,

We would like to inform you that there will be scheduled maintenance on our IT infrastructure that will result in temporary downtime. Please find the details below:

## Downtime Details:

- **Date:** [Insert Date]
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]
- **Impact:** [Describe the impact on services]

We understand that this may cause inconvenience, and we appreciate your understanding as we work to improve our systems. Please plan your work accordingly and save your progress before the maintenance begins.

If you have any questions or concerns, please don't hesitate to reach out to the IT support team.

Thank you for your cooperation.

Sincerely,

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