

# Important Notification: Scheduled Downtime

Dear [Client Name],

We are writing to inform you about a scheduled downtime for our IT services that will take place on [Start Date] from [Start Time] to [End Time] (Timezone).

This downtime is necessary to perform essential maintenance and upgrades. We understand that this may cause some inconvenience, and we apologize for any disruption this may cause to your operations.

During this period, the following services will be affected:

- [Service 1]
- [Service 2]
- [Service 3]

We recommend you to plan accordingly and encourage you to reach out to our support team if you have any questions or require further assistance.

Thank you for your understanding and cooperation.

Sincerely,

[Your Company Name]

[Contact Information]