

Notice of IT Service Unavailability

Dear Team,

We would like to inform you that due to scheduled upgrades, certain IT services will be temporarily unavailable. The details are as follows:

- **Services Affected:** [List of Services]
- **Start Date and Time:** [Start Date and Time]
- **End Date and Time:** [End Date and Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or concerns, please do not hesitate to reach out to the IT support team.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]