

# Planned IT Intervention Schedule

Dear [Recipient's Name],

We are writing to inform you about the upcoming IT intervention scheduled for [Date] at [Time]. This maintenance is essential to ensure the smooth operation of our systems and to implement necessary upgrades.

## Intervention Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Insert Duration]
- **Impact:** Temporary unavailability of [specific systems or services]

We appreciate your understanding and cooperation during this period. Please ensure that you save your work and log out of the affected systems before the intervention begins.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]