

Scheduled Maintenance Notification

Dear [Recipient's Name],

We would like to inform you that we will be conducting scheduled maintenance on our IT services on:

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Services Affected: [List Affected Services]

During this time, the affected services may be temporarily unavailable. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

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

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]