

# Service Maintenance Timetable Notification

Dear Stakeholders,

We would like to inform you of the upcoming service maintenance schedule. This timetable is designed to ensure that all services are running optimally while minimizing disruptions to your operations.

## Maintenance Schedule

Date	Time	Service Affected	Expected Downtime
October 10, 2023	10:00 PM - 12:00 AM	Database Server	2 hours
October 15, 2023	1:00 AM - 3:00 AM	Web Application	2 hours
October 20, 2023	4:00 PM - 6:00 PM	Email Services	2 hours

## Important Notes

Please ensure that your teams are aware of these scheduled times and make the necessary adjustments to avoid any inconveniences.

If you have any questions or concerns, please feel free to reach out to us at [contact email].

Thank you for your understanding and cooperation.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]