

# Critical Software Maintenance Alert

Dear [Recipient Name],

We are writing to inform you of a critical maintenance update scheduled for [Date] at [Time]. This maintenance is necessary to ensure the continued performance and security of our software.

## Details of the Maintenance:

- **Maintenance Start:** [Start Time]
- **Maintenance End:** [End Time]
- **Expected Downtime:** [Duration]
- **Affected Software:** [Software Name]

During this maintenance period, access to the software will be limited, and you may experience interruptions in service. We highly recommend that you save your work and log out of the system before the scheduled start 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 feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]