

# Planned Software Maintenance Update

Dear [Recipient's Name],

We are writing to inform you of a scheduled maintenance update for our software. This essential maintenance is part of our ongoing commitment to improve our services and enhance your user experience.

## **Maintenance Schedule:**

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time] (Time Zone)

During this maintenance window, the software will be temporarily unavailable. We recommend that you plan your activities accordingly to minimize any inconvenience this may cause.

We appreciate your understanding and cooperation. If you have any questions or concerns, please do not hesitate to reach out to our support team at [Insert Contact Information].

Thank you for your continued support.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]