

Important Notice: Upcoming Software Maintenance

Dear [Team/Staff/Users],

We would like to inform you about the upcoming software maintenance scheduled for:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time] (UTC)
- **Duration:** Approximately [Insert Duration]

During this maintenance window, the following systems will be affected:

- [System/Service Name 1]
- [System/Service Name 2]
- [System/Service Name 3]

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 don't hesitate to reach out to the IT Support Team at [Insert Contact Information].

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]