

Scheduled Maintenance Notification

Dear [Recipient's Name],

We would like to inform you that scheduled maintenance will be performed on [Date] from [Start Time] to [End Time].

During this time, [Brief Description of the Service Impact]. 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 feel free to contact us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Company Contact Information]