

# Critical Maintenance Downtime Warning

Date: [Insert Date]

Dear [Recipient's Name],

We are notifying you of an upcoming critical maintenance period that will affect our services.

## **Maintenance Schedule:**

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

During this time, [describe services or systems impacted]. We understand the inconvenience this may cause and recommend planning accordingly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]