

IT Maintenance Update

Date: [Insert Date]

Dear [Team/Department Name],

We would like to inform you about an upcoming IT maintenance scheduled for [insert date and time]. This maintenance is essential for ensuring the optimal performance and security of our systems.

Maintenance Details:

- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]
- **Affected Systems:** [List Systems]

During this maintenance window, the affected systems will be unavailable. We recommend that you save your work and log out of any systems prior to the start time.

If you have any questions or concerns, please feel free to reach out to the IT department at [insert contact information].

Thank you for your understanding and cooperation.

Best regards,

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