

Important: Critical System Upgrade Reminder

Dear [Recipient's Name],

This is a reminder regarding the upcoming critical system upgrade scheduled for [Date] at [Time]. This upgrade is essential for enhancing the performance and security of our systems.

Please ensure that all necessary preparations are made prior to the upgrade. Here are some important details:

- **Downtime:** The system will be unavailable from [Start Time] to [End Time].
- **Impact:** All users will be affected during this period.
- **Action Required:** Please save your work and log out of the system by [Pre-Downtime Time].

We appreciate your understanding and cooperation during this upgrade process. If you have any questions or concerns, please do not hesitate to reach out to [Contact Information].

Thank you for your attention to this matter.

Sincerely,

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