

IT Systems Upgrade Advisory

Dear [Recipient's Name],

We are writing to inform you about an upcoming upgrade to our IT systems, scheduled for [date]. This upgrade aims to enhance our current infrastructure, improve performance, and ensure the security of our data.

During the upgrade process, there may be temporary disruptions in service. We will strive to minimize any inconvenience and keep you informed about the progress.

Please take note of the following details:

- **Scheduled Date:** [date]
- **Expected Downtime:** [duration]
- **Impact on Services:** [details of affected services]

If you have any questions or concerns, please feel free to reach out to our support team at [contact information].

Thank you for your understanding and cooperation.

Best Regards,
[Your Name]
[Your Title]
[Company Name]