

Scheduled System Upgrade Announcement

Dear [Team/Employees/Users],

We would like to inform you that a scheduled upgrade of our system is planned for [Date] at [Time]. This upgrade is necessary to enhance our services and improve overall system performance.

During this time, access to the system may be limited or unavailable. We anticipate the upgrade to take approximately [duration]. We recommend that you plan your work accordingly to minimize any disruption.

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

Thank you for your attention.

Sincerely,
[Your Name/Your Position]
[Your Company]