

Scheduled Maintenance Notification

Dear [Recipient's Name],

We would like to inform you that a scheduled maintenance will be conducted on [Date] from [Start Time] to [End Time]. During this time, [service or system name] will be unavailable.

We appreciate your understanding and cooperation as we work to improve our services. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]