

Operational Downtime Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Scheduled Operational Downtime

Dear [Recipient Name],

We would like to inform you of a scheduled operational downtime that will take place on [insert date] from [insert start time] to [insert end time]. This downtime is necessary to [briefly explain reason, e.g., perform system upgrades, maintenance, etc.].

During this period, [describe what will be affected, e.g., services, systems, etc.], and users may experience interruptions in service.

We recommend that you [provide any necessary instructions, e.g., save your work, avoid using certain systems, etc.] before the downtime begins.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our systems.

If you have any questions or concerns, please do not hesitate to contact us at [insert contact information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]