

Scheduled Maintenance Notification

Dear [Recipient's Name],

We are writing to inform you of a scheduled maintenance period that will take place on [Date], from [Start Time] to [End Time]. During this time, our services will be temporarily unavailable.

The purpose of this maintenance is to [briefly explain the reason for maintenance, e.g., improve system performance, apply updates, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]