

Temporary Outage Notification

Dear Team,

We would like to inform you that there will be a temporary outage affecting our services on **[Date]** from **[Start Time]** to **[End Time]**. The outage is necessary for **[reason for the outage, e.g., maintenance, upgrades]**.

During this time, you may experience disruptions in **[specific services affected]**. We recommend planning your work accordingly.

We apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or concerns, please feel free to reach out to **[Contact Person/Department]**.

Thank you for your cooperation.

Best regards,

[Your Name]
[Your Position]
[Your Organization]