

IT Infrastructure Upgrade Update

Dear Team,

We are pleased to inform you that the IT department will be upgrading our infrastructure to enhance performance and security. The upgrade will take place on **[Date]** from **[Start Time]** to **[End Time]**.

During this time, several services may be temporarily unavailable. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our systems.

Please feel free to reach out to the IT support team if you have any questions or concerns.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]