

# School IT Infrastructure Upgrade Notification

Date: [Insert Date]

Dear [Staff/Parents/Students],

We are pleased to announce that [School Name] will be upgrading its IT infrastructure to enhance the overall educational experience for our students and staff. This upgrade aims to improve network performance, increase security, and provide access to new technological resources.

The upgrade will take place from [Start Date] to [End Date]. During this period, some services may be temporarily unavailable. We appreciate your understanding and patience as we work to implement these improvements.

We believe that these enhancements will provide a better learning environment and prepare our students for the future. For any questions or concerns, please feel free to contact [Contact Information].

Thank you for your support.

Sincerely,

[Your Name]

[Your Position]

[School Name]