

Notification of Software Installation

Dear [Employee/Team Name],

We would like to inform you that a software installation is scheduled on [Date] at [Time]. The software being installed is [Software Name], which will be used for [Purpose/Function].

Please ensure that your devices are connected and ready for the installation process. The estimated downtime for the installation is approximately [Duration].

If you have any questions or concerns, please feel free to reach out to the IT department at [Contact Information].

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]