

Important Notification: Upcoming Software Refresh

Dear [Team/Department Name],

We are writing to inform you about an important software refresh that will take place on [Date]. This refresh is necessary to ensure that our systems remain secure and efficient.

The software update will include:

- Improved performance and stability
- Security enhancements
- New features and functionalities

Please be advised that during this refresh, [specific systems/applications] may be temporarily unavailable. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please do not hesitate to reach out to the IT department at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]