

Planned Downtime Notification

Dear Reseller Partner,

We hope this message finds you well. We are writing to inform you of a scheduled downtime that will take place in order to enhance our services and ensure improved performance.

Downtime Details:

- **Date:** [Insert Date]
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]
- **Duration:** [Estimated Duration]

During this downtime, our services, including [list any affected services], will be unavailable. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our systems.

If you have any questions or concerns, please feel free to reach out to our support team at [Insert Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Position]
[Your Company]