

Software Maintenance Notification

Date: [Insert Date]

To: [Stakeholder Name]

From: [Your Name/Your Company]

Subject: Scheduled Software Maintenance Notification

Dear [Stakeholder Name],

We would like to inform you about an upcoming software maintenance scheduled for [insert date and time]. This maintenance is necessary to ensure that our system is running optimally and to implement necessary updates.

The maintenance window will commence at [start time] and is expected to conclude by [end time]. During this time, [description of services impacted, if any]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please feel free to reach out to us at [contact information].

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]