

Application Downtime Advisory

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Scheduled Application Downtime Notification

Dear [Recipient Name],

We would like to inform you that our application will undergo scheduled maintenance on [insert date and time]. During this period, the application will be temporarily unavailable. This downtime is necessary to ensure that we improve our services and enhance your overall experience.

Downtime Details:

- **Start Time:** [Insert start date and time]
- **End Time:** [Insert end date and time]
- **Impact:** Application will be inaccessible

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 do not hesitate to contact our support team at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]