

Important Announcement: IT Service Interruption

Dear [Team/Staff/Users],

We would like to inform you about a scheduled interruption of IT services that will take place on [date] from [start time] to [end time]. This is necessary to perform essential maintenance and upgrades to our systems.

During this period, the following services will be unavailable:

- [Service 1]
- [Service 2]
- [Service 3]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our IT infrastructure.

If you have any questions or concerns, please do not hesitate to contact the IT department at [contact information].

Thank you for your cooperation.

Sincerely,

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