

# Notice of IT Support Services Interruption

Dear [Employee/Team Name],

We are writing to inform you that there will be a temporary interruption in IT support services due to [reason - e.g., maintenance, upgrades, unforeseen circumstances]. The scheduled interruption is as follows:

- **Date:** [Start Date] to [End Date]
- **Time:** [Start Time] to [End Time]
- **Impact:** [Brief description of affected services]

During this period, please refrain from attempting to access IT support services as there will be limited availability. We appreciate your understanding and patience as we work to improve our systems.

If you have any questions, please do not hesitate to reach out to [Contact Information].

Thank you for your cooperation.

Sincerely,

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