

IT System Maintenance Notification

Dear [Recipient's Name],

We would like to inform you that scheduled maintenance for our IT systems will take place on [Date] from [Start Time] to [End Time].

During this time, access to 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 systems.

If you have any questions or concerns, please feel free to contact the IT support team at [Contact Information].

Thank you for your cooperation.

Sincerely,

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