

IT System Unavailability Alert

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that our IT systems are currently unavailable due to [brief reason, e.g., scheduled maintenance, unexpected issues]. We are working diligently to resolve the issue and expect to restore service by [expected resolution time].

We apologize for any inconvenience this may cause and appreciate your understanding as we work to rectify the situation. Please feel free to reach out if you have any questions or need further assistance.

Thank you for your patience.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Contact Information]