Scheduled System Downtime Notification

Dear [User/Team],

We would like to inform you of a scheduled system downtime that will occur on [Date] from [Start Time] to [End Time]. During this time, the system will be unavailable for maintenance and updates.

We apologize for any inconvenience this may cause and appreciate your understanding as we continue to improve our services.

If you have any questions or concerns, please feel free to reach out to [Contact Information].

Thank you for your cooperation.

Sincerely,
[Your Company/Team Name]