

Temporary IT Outage Update

Dear Team,

We would like to inform you that our IT department is currently experiencing a temporary outage due to **scheduled maintenance**. This outage may affect access to certain systems and services.

Start Time: [Start Time]

Estimated End Time: [Estimated End Time]

We apologize for any inconvenience this may cause and appreciate your understanding as we work to resolve the issue.

If you have any urgent concerns, please reach out to the IT helpdesk at it-support@example.com.

Thank you for your patience.

Best regards,

[Your Name]

[Your Position]

[Your Company]