

# Server Maintenance Notice

Dear Team,

We would like to inform you that there will be scheduled server maintenance on **[Date]** from **[Start Time]** to **[End Time]**. During this time, all services hosted on the server may be temporarily unavailable.

The purpose of this maintenance is to ensure system reliability and performance enhancements. We appreciate your understanding and cooperation during this period.

If you have any questions or concerns, please feel free to reach out to the IT department.

Thank you for your attention.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]