

# Dear Valued Customer,

We are writing to inform you about scheduled maintenance for our server to ensure optimal performance and security.

## **Maintenance Schedule:**

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Expected Downtime:** [Insert Duration]

During this time, you may experience temporary disruptions in service. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

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

Thank you for your continued partnership.

Sincerely,

[Your Company Name]

[Your Company Contact Information]