

Dear Valued Client,

We hope this message finds you well. We are writing to inform you about an upcoming scheduled server maintenance that will take place on **[Date]** from **[Start Time]** to **[End Time]**.

During this maintenance window, our services may be temporarily unavailable. We are making these updates to improve the reliability and performance of our systems.

We appreciate your understanding and patience during this time. If you have any questions or concerns, please do not hesitate to reach out to our support team at **[Support Email]**.

Thank you for your continued trust in us!

Sincerely,

[Your Company Name]

[Your Company Contact Information]