

# Notification of Planned Server Capacity Expansion

Date: [Insert Date]

To: [Stakeholders' Names/Groups]

From: [Your Name/Your Company's Name]

Dear Stakeholders,

We are pleased to inform you that [Your Company's Name] is planning a significant expansion of our server capacity. This enhancement is essential to support our ongoing growth and to ensure the continued reliability and performance of our services.

## Details of the Expansion:

- **Project Start Date:** [Insert Start Date]
- **Estimated Completion Date:** [Insert Completion Date]
- **Reason for Expansion:** [Brief Explanation]

This capacity expansion will enable us to better serve our clients and stakeholders, accommodating increased demand and improving overall system performance.

We appreciate your support as we undertake this important project. Should you have any questions or require further information, please feel free to contact us at [Your Email Address] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]