

Notification of System Update Issues

Dear [Recipient's Name],

We are writing to inform you about some recent difficulties encountered during the latest system update scheduled on [Date]. Our team has identified several issues that may affect your experience.

We are currently working diligently to resolve these problems and anticipate a complete fix by [Expected Resolution Date]. In the meantime, we recommend that you refrain from using the system for critical tasks until further notice.

We appreciate your understanding and patience during this time. If you have any questions or need further assistance, please do not hesitate to contact our support team at [Support Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]