

# Site Maintenance Schedule Notification

Dear [Recipient's Name],

We would like to inform you that our website will be undergoing scheduled maintenance on [Date] from [Start Time] to [End Time]. During this time, the website may be temporarily unavailable.

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 need assistance, please feel free to contact us at [Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]