

# Firewall Configuration Update Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name/Department]

Subject: Firewall Configuration Update for Network Performance Improvement

Dear [Recipient Name],

We are writing to inform you about a scheduled update to our firewall configuration that aims to enhance network performance across our infrastructure. This update is part of our ongoing efforts to ensure optimal security and functionality for all users.

## Update Details:

- **Update Date:** [Insert Date]
- **Time:** [Insert Time]
- **Duration:** [Estimated Duration]
- **Affected Services:** [List Services]

During this time, users may experience brief interruptions or slower response times. We apologize for any inconvenience and appreciate your understanding as we work to improve our network.

If you have any questions or concerns regarding this update, please do not hesitate to reach out to the IT support team at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]