

# Notification of Scheduled System Vulnerability Patch

Dear [Recipient's Name],

We would like to inform you that a scheduled vulnerability patch will be applied to our systems on **[Date]** at **[Time]**. This patch is crucial to enhancing our system's security and protecting sensitive data.

During this time, there may be temporary disruptions to services. We apologize for any inconvenience this may cause and appreciate your understanding and cooperation.

If you have any questions or concerns regarding this patch, please do not hesitate to contact us at **[Contact Information]**.

Thank you for your attention to this important matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]