

Subject: Reminder: Upcoming System Vulnerability Patch

Dear [Recipient's Name],

This is a friendly reminder regarding the upcoming system vulnerability patch scheduled for **[Date]**. It is crucial for maintaining the security and integrity of our systems.

Please ensure that all necessary preparations are in place and that any affected systems are updated accordingly. The patch will be applied on **[Time]**, and we anticipate downtime for approximately **[Duration]**.

If you have any questions or need further assistance, do not hesitate to reach out.

Thank you for your attention to this important matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]