

Planned Server Downtime Notification

Dear [Team/Department/User],

We would like to inform you of scheduled maintenance activities that will result in temporary server downtime.

Downtime Schedule:

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time] [Time Zone]
- **Expected Duration:** [Insert Duration]

The purpose of this downtime is to perform necessary updates and maintenance to ensure the continued reliability and performance of our services.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our systems.

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

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]