

Server Shutoff Plan Notification

Date: [Insert Date]

To: [Insert Recipient Name]

From: [Insert Your Name/Company]

Subject: Notification of Planned Server Shutoff

Dear [Recipient Name],

We are writing to inform you about the upcoming shutoff of our server as part of our regular maintenance and upgrade plan. Please find the details of the shutoff below:

Shutoff Details

- **Date:** [Insert Shutoff Date]
- **Time:** [Insert Start Time] to [Insert End Time]
- **Reason:** [Insert Reason for Shutoff]

During this period, all services hosted on this server will be unavailable. We recommend that you take any necessary actions to prepare for this downtime.

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

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]