

Notification of System Downtime

Date: [Insert Date]

Dear Team,

We want to bring to your attention that there will be a scheduled system downtime on [insert date and time]. This is necessary for [brief explanation of reason, e.g., "maintenance and upgrades to improve our service"].

During this period, [insert affected systems or services] will be inaccessible. We recommend planning your work accordingly and saving your progress before the downtime begins.

We appreciate your understanding and cooperation. If you have any questions or concerns, please do not hesitate to reach out to the IT department.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]