

Scheduled Maintenance Notification

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that scheduled maintenance will take place on [Start Date] at [Start Time] and will continue until [End Date] at [End Time].

During this time, [briefly describe the services or systems affected]. We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our services.

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

Thank you for your attention and support.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company]