

Internal System Error Update

Dear Team,

We would like to inform you about a recent internal system error that occurred on [date]. The error impacted [brief description of the affected systems or processes].

Our IT team has been actively working to resolve the issue and we have identified the root cause as [description of the cause]. We anticipate that the system will be back online by [estimated resolution time/date].

We understand the importance of this system and apologize for any inconvenience this may cause. We will keep you updated with any further developments.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Department]

[Company Name]