

IT Systems Modification Notice

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Notice of IT Systems Modification

Dear [Recipient Name],

We are writing to inform you about an upcoming modification to our IT systems that will take place on [Insert Date]. This modification is part of our ongoing efforts to enhance system performance and security.

The changes will include:

- [Description of modification 1]
- [Description of modification 2]
- [Description of modification 3]

Please be advised that during this modification period, [explain any expected downtime or disruptions]. We recommend that you save your work and log out of the system by [Insert Time] on the scheduled day.

If you have any questions or concerns regarding this modification, please do not hesitate to contact me at [Your Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]