

# IT Infrastructure Update Notification

Dear [Team/Department Name],

We are writing to inform you about the upcoming updates to our IT infrastructure scheduled for [Date]. These updates are essential to ensure the continued performance, security, and reliability of our systems.

## Scheduled Update Details:

- **What:** [Brief description of the updates]
- **Date:** [Date of the update]
- **Time:** [Start time] to [End time]
- **Impact:** [Explain any expected downtime or impact on services]

We recommend that you save any work and log off from the systems prior to the scheduled update to avoid any potential data loss.

If you have any questions or concerns regarding the updates, please do not hesitate to reach out to the IT department at [Contact Information].

Thank you for your understanding and cooperation.

Best regards,

[Your Name]  
[Your Job Title]  
[Company Name]  
[Contact Information]