

IT Maintenance Downtime Reminder

Dear Team,

This is a reminder that scheduled IT maintenance will take place on **DATE** from **START TIME** to **END TIME**.

During this time, the following systems will be unavailable:

- System 1
- System 2
- System 3

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our systems.

If you have any questions or concerns, please do not hesitate to contact the IT department.

Thank you for your cooperation.

Sincerely,

IT Department