

# Planned Downtime Announcement

Dear [Team/Stakeholders],

We would like to inform you that there will be a planned downtime for [system/application name] on [date] from [start time] to [end time]. This downtime is necessary for [reason for downtime, e.g., system upgrades, maintenance, etc.].

During this time, [describe what services will be affected]. We recommend that you complete any urgent tasks before the downtime begins.

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 feel free to reach out to [contact person's name] at [contact person's email/phone number].

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]