

Notice of Scheduled System Downtime

Dear [Recipient's Name],

We would like to inform you that our system will undergo maintenance on [Date] from [Start Time] to [End Time]. During this period, the system will be unavailable.

This maintenance is necessary to [briefly explain purpose, e.g., improve system performance, enhance security]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please do not hesitate to reach out to our support team at [Support Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Company]