

Dear Valued Client,

We are excited to inform you that we will be upgrading our system on **[Date]**. This upgrade is aimed at enhancing your experience and providing you with improved features and services.

During this period, our services may be temporarily unavailable from **[Start Time]** to **[End Time]**. We appreciate your understanding and patience as we work to make our system better for you.

If you have any questions or concerns, please do not hesitate to reach out to our support team at support@example.com.

Thank you for your continued support.

Sincerely,
[Your Company Name]