IT Service Checkup Notification

Dear [Recipient's Name],

We would like to inform you that a regular IT service checkup is scheduled to take place on [Date] from [Start Time] to [End Time]. This checkup is essential to ensure that all systems are running optimally and to address any potential issues before they escalate.

During this time, you may experience temporary disruptions to the following services:

- Service 1
- Service 2
- Service 3

We appreciate your understanding and cooperation. If you have any questions or concerns, please do not hesitate to contact the IT support team at [Contact Information].

Thank you for your attention.

Sincerely,

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