

# Notice of Temporary System Unavailability

Dear [Recipient's Name],

We would like to inform you that our system will be temporarily unavailable due to [reason for unavailability, e.g., scheduled maintenance, upgrades].

## **Downtime Schedule:**

- **Start Time:** [Start Date and Time]
- **End Time:** [Expected End Date and Time]

We apologize for any inconvenience this may cause and appreciate your understanding during this time. If you have any questions or concerns, please do not hesitate to reach out to us at [contact information].

Thank you for your patience.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]