

Planned Server Maintenance Schedule

Dear [Team/Customer],

We would like to inform you about the upcoming scheduled server maintenance:

Maintenance Details

- **Date:** [Insert Date]
- **Time:** [Insert Start Time] to [Insert End Time] [Time Zone]
- **Impacted Services:** [List of affected services]
- **Reason:** [Brief explanation of maintenance]

During this time, the impacted services may be unavailable. We recommend planning accordingly to avoid any inconvenience.

Thank you for your understanding and cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]