

Scheduled Server Maintenance Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of scheduled server maintenance that will take place on [Date] from [Start Time] to [End Time]. During this time, our services may be temporarily unavailable.

This maintenance is essential for ensuring the optimal performance and security of our systems. We appreciate your understanding and patience during this time.

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

Thank you for your attention to this matter.

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