

Infrastructure Downtime Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about a scheduled infrastructure downtime that will occur on [Date] from [Start Time] to [End Time]. This downtime is necessary for [brief explanation of the reason for the downtime, such as maintenance or upgrades].

During this period, you may experience interruptions in [specify services affected, e.g., internet connectivity, application access, etc.]. We recommend that you plan accordingly to minimize any disruptions to your workflow.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve our infrastructure. If you have any questions or concerns, please do not hesitate to reach out to our support team at [Support Email/Phone Number].

Thank you for your cooperation.

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