

IT System Maintenance Advisory

Date: [Insert Date]

Dear [Recipient's Name],

We would like to inform you that scheduled maintenance on our IT systems will take place on [Insert Date and Time]. During this time, access to certain services may be temporarily unavailable. This maintenance is necessary to enhance our system's performance and security.

Please ensure that you save your work and log off from the systems prior to the maintenance window. We appreciate your understanding and cooperation as we work to provide you with improved IT services.

If you have any questions or concerns, please do not hesitate to contact the IT support team at [Insert Contact Information].

Thank you for your attention to this matter.

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