

Scheduled System Downtime Notification

Dear [User/Team],

We would like to inform you that our system will undergo scheduled maintenance on [date] from [start time] to [end time]. During this period, the system will be temporarily unavailable.

The purpose of this maintenance is to [briefly explain reason, e.g., improve system performance, enhance security, etc.]. We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please do not hesitate to contact us at [contact information].

Thank you for your cooperation.

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