

Temporary System Unavailability Notice

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that our system will be temporarily unavailable due to scheduled maintenance. The downtime is expected to begin on [Start Date and Time] and should last until [End Date and Time].

During this time, you will not be able to access [specific services or applications affected]. We recommend that you plan your activities accordingly.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to enhance our services.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]