

# Upcoming System Outage Notification

Dear Team,

We would like to inform you about a scheduled system outage that will take place on:

- **Date:** March 15, 2024
- **Time:** 10:00 PM to 2:00 AM (UTC)

This outage is necessary to perform important maintenance and updates to our systems.

We apologize for any inconvenience this may cause and appreciate your understanding.

If you have any questions or concerns, please feel free to reach out to the IT department.

Thank you for your cooperation.

Best regards,

The IT Team