

Annual Downtime Notification

Date: [Insert Date]

To: [Recipient Name]

From: [Your Company Name]

Subject: Notice of Scheduled Annual Downtime

Dear [Recipient Name],

We would like to inform you that our system will undergo its scheduled annual maintenance on [insert date and time]. During this period, our services will be temporarily unavailable.

The downtime is expected to last approximately [insert duration]. We recommend that you take necessary measures to ensure that any urgent tasks are completed prior to this scheduled maintenance.

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

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]