

Critical System Downtime Advisory

Date: [Insert Date]

To: [Insert Recipient's Name/Department]

From: [Insert Your Name/Department]

Subject: Notice of Scheduled System Downtime

Dear [Recipient's Name],

We are writing to inform you of a scheduled downtime for our critical systems. This maintenance is necessary to ensure the continued reliability and performance of our services.

Downtime Schedule:

- **Date:** [Insert Date]
- **Start Time:** [Insert Start Time]
- **End Time:** [Insert End Time]

During this period, the following systems will be unavailable:

- [System 1]
- [System 2]
- [System 3]

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

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

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Position]
[Your Company]