

# Notice of Scheduled System Downtime

Dear [Recipient's Name],

We wish to inform you that our system will undergo an upgrade on [Date] from [Start Time] to [End Time]. During this period, the system will be temporarily unavailable.

This upgrade is essential to enhance our services and improve your experience. We apologize for any inconvenience this may cause and appreciate your understanding and support.

If you have any questions, please feel free to reach out to our support team at [Support Email] or [Support Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]