

System Unavailability Notification

Dear [Recipient Name],

We would like to inform you that our system will be temporarily unavailable due to [reason for unavailability] on [date] from [start time] to [end time].

During this period, you will not be able to access [specific services or features affected]. We apologize for any inconvenience this may cause and appreciate your understanding.

We are working diligently to resolve the issue and will notify you once the system is back online.

If you have any urgent concerns, please contact our support team at [support contact information].

Thank you for your patience.

Sincerely,
[Your Name]
[Your Position]
[Your Company]