

[Your Company/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Router Maintenance Notification

We hope this message finds you well. We want to inform you that scheduled maintenance will take place on our routers to enhance performance and reliability.

Maintenance Details:

- **Date:** [Insert Date]

- **Time:** [Insert Time]

- **Duration:** [Insert Duration]

- **Impact:** [Briefly describe any expected service interruptions or impacts on connectivity]

We appreciate your understanding and cooperation during this maintenance period. Should you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]