

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: DNS Server Upgrade Notification

We are writing to inform you that we will be upgrading our DNS server to enhance performance, reliability, and security. This upgrade is scheduled for [date], and is expected to be completed by [end date or time].

During this maintenance window, there may be brief interruptions in service, but we are committed to minimizing any disruption and ensuring a smooth transition.

If you have any questions or concerns, please do not hesitate to reach out to our support team at [support email] or [support phone number].

Thank you for your understanding and support.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email]