[Your Company Letterhead]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Subject: Notification of Pending DNS Server Updates
Dear [Recipient Name],
We are writing to inform you about upcoming updates to our Domain Name System (DNS) servers that may affect your services.
Update Details:
- **Scheduled Date:** [Insert Date]
- **Time:** [Insert Time]
- **Expected Downtime:** [Insert Duration]
These updates are crucial for enhancing the performance and security of our DNS services. During this time, users may experience intermittent connectivity issues or delays in DNS resolution.
We appreciate your understanding and patience as we work to improve our systems. Should you have any questions or require further information, please do not hesitate to reach out.
Thank you for your attention to this matter.
Best regards,
[Your Name]
[Your Title]
[Your Company]
[Your Phone Number]
[Your Email Address]